

File Ref. No: RFF/<EmployeeNumber>
TRIM Ref. No: D17/

DATE

NAME

ADDRESS

Dear <Rank> <Surname>

Fire & Rescue NSW (FRNSW) write further to the correspondence to you dated XXXXX 2017 and the conclusion that you are permanently unfit to perform your ordinary duties as an Operational Firefighter.

As you have not requested this decision be reviewed, your separation and exit payments will be confirmed and your medical discharge will be processed, with effect from 0800 hours on Friday XXXX 2017.

For your information, I have attached an updated summary of your leave balances which will be paid to you within a fortnight of the date of your medical discharge. These balances will be subject to a final leave audit after which the payment will be made.

A list of useful contacts and frequently asked questions is enclosed for your reference.

I understand leaving FRNSW after a long and established career can be very difficult and take this opportunity to remind you of the support services available, including:

- FRNSW Chaplain, Major Lyndsay Smith; 0418 869 280
- FRNSW Employee Assistance Program (EAP); 1300 360 364
- FRNSW Wellbeing Coordinator; 0448 295 725
- FRNSW Health & Safety Branch; 9265 2800.

May I take this opportunity also to express my appreciation for your service to Fire & Rescue NSW and the community of New South Wales during the period of your employment and wish you all the very best for the future.

A copy of this letter will be provided to the Fire Brigade Employees' Union (FBEU), unless you expressly tell us otherwise.

Should you have any further enquiries concerning this matter, please contact <PersonWritingLetter>, Fitness to Continue Coordinator on 9265 XXXX or via <PersonWritingLetter>@fire.nsw.gov.au.

**Please complete and sign the enclosed Exit Checklist and return via email HR.Payroll@fire.nsw.gov.au or fax 02 9265 2885 to facilitate the prompt processing of your separation payment.*

Yours sincerely

Malcolm Connellan AFSM
Executive Director People & Culture

<Rank> <First Name> <Surname> <EmployeeNumber>

as at (insert date) your *unaudited* leave balances are as set out below.

Type of leave	Hours	Weeks	Rate of pay	Total to be paid upon termination
Annual Leave			\$	\$
Consolidated Leave			\$	\$
Long Service Leave			\$	\$
				\$