Thursday, 9 May 2019

Susan Browne

susanb@brownelaw.com.au

Dear Lisa Zhang

CC: Susan Browne, Browne & Daye Lawyers

## We have received your unfair dismissal application

|  |  |
| --- | --- |
| **Case name** | Zhang v General Things Pty Ltd |
| **Case number** | UD2019-123 |

On 6 May 2019 we received your application saying you were unfairly dismissed by General Things Pty Ltd.

We have sent a copy of your application to General Things Pty Ltd. We have asked them to tell us their side of the case. A copy of their response will be sent to you.

### What happens next?

We have arranged a time for you and General Things Pty Ltd to discuss your case. This is called **conciliation**.

The conciliation will be held on 23 May 2019. A notice of listing is attached.

### About conciliation

Conciliation is an informal, flexible and confidential approach to resolving cases. It is a voluntary process. You don’t have to take part but most people do. 4 out of 5 cases are resolved by conciliation.

Conciliation is usually done over the phone and is run by a conciliator from the Commission. The process can take up to 2 hours.

You can find out more [about conciliation](https://www.fwc.gov.au/termination-employment/unfair-dismissal/about-conciliation) on our website.

### If you decide not to continue

If you and General Things Pty Ltdare able to resolve your case without our help, or if at any stage you decide to discontinue your application, please let us know as soon as you can.

You can:

* send us a completed [Form F50 Notice of discontinuance](https://www.fwc.gov.au/content/rules-form/notice-discontinuance) or
* tell us by phone, email, fax or mail. Contact details for your nearest [Commission office](https://www.fwc.gov.au/disputes-at-work/how-the-commission-works/commission-offices) are on our website.

This will end your case.

### Find out more

If you decide to participate in conciliation, you can find out more about the process by downloading our [Guide 6 Preparing for a conciliation](https://www.fwc.gov.au/documents/factsheets/Guide_6_PreparingforConciliation.pdf).

You can also find out more on our website about:

* [the unfair dismissal process](https://www.fwc.gov.au/termination-employment/unfair-dismissal/what-the-process-unfair-dismissal-claims)
* [termination of employment](https://www.fwc.gov.au/termination-of-employment).

### Special assistance

If you have trouble accessing this information, please contact us. We can post it to you or arrange to provide it in another format.

You can find information about [help for non-English speakers](https://www.fwc.gov.au/about-us/contact-us/accessibility) on our website.

If you have any questions about this letter, please call us on 1800 759 566 or email udt@fwc.gov.au.

Yours sincerely

Fair Work Commission