

Template letter A

Notice that JobKeeper payments will cease

Preliminary matters

This template letter can be used by employers seeking to notify their employees they will no longer receive payments provided for as part of the JobKeeper scheme from 29 March 2021.



While there is no strict requirement that employers must notify employees of the end of JobKeeper payments, we recommend employees be notified of this to assist with communication, particularly where the amount received under JobKeeper may differ from an employee's regular pay rate.

! How to use the template letters

The template letters contains **highlighted** text which indicates areas which you simply need to replace the writing with what applies to your employee's situation. **Ensure all highlighted text has been completed or deleted, as appropriate, before issuing a letter to any employee.**

These documents are intended as a guide only and do not provide or purport to provide legal advice to any person or business. Individuals and businesses should obtain independent legal advice specific to their circumstances.

TEMPLATE LETTER A – END OF JOBKEEPER NOTIFICATION LETTER

<Insert company letterhead>

<Insert Date>

Private and confidential

<Insert employee's full name>

<Insert employee's address>

Dear <Employee>

Notice of the end of the JobKeeper Payment scheme

As notified on [*insert date*], we receive JobKeeper payments in relation to you as an eligible employee as a result of qualifying for the JobKeeper Payment scheme, which are passed on to you.

I am writing to advise you that the JobKeeper scheme will end on 28 March 2021. This means that the last JobKeeper payment we will receive for our eligible employees, including you, will be for the fortnight of 15 March – 28 March 2021.

After 28 March 2021, we will not receive any further JobKeeper payments, and as a result, no further payments will be passed on to you as part of your wages.

From 29 March 2021 you will only receive payment for [*insert details of how the employee is ordinarily paid e.g. for the hours you actually work as per the relevant award / wages as per your employment contract, etc*].

If you have any questions about this matter, please do not hesitate to contact me on [*insert contact details*].

Yours sincerely,

<Insert name>

<Insert position>