

Template letter B

Notice that JobKeeper enabling direction will cease

Preliminary matters

This template letter can be used by employers seeking to notify their employees that a JobKeeper enabling direction that has been issued to them to perform alternative duties, change their location of work or reduce their hours/days of work will no longer apply on and from 29 March 2021. This is because the JobKeeper scheme ends on 28 March and the JobKeeper provisions in the Fair Work Act will no longer apply.



While any JobKeeper enabling direction will automatically cease to apply on 29 March and there is no strict requirement under the Fair Work Act to notify employees, we strongly recommend that employers communicate with their employees about the change.

! 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. Explanatory information is shown in *blue italics* to assist you and should be deleted once you have finalized the letter. **Ensure all highlighted text and explanatory information 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 B – END OF JOBKEEPER ENABLING DIRECTION

<Insert company letterhead>

<Insert Date>

Private and confidential

<Insert employee's full name>

<Insert employee's address>

Dear <Employee>

JobKeeper enabling direction to alter employee [**duties/work location/ hours or days of work**]

I am writing to inform you that the direction given to you on [**insert date**] to [**perform alternative duties/change your location of work/ to reduce your hours and/or days of work**] in regards to your employment as a [**insert position**] with [**insert company name**] will cease to apply to you on 29 March 2021 as the JobKeeper scheme ends on 28 March and the JobKeeper provisions in the Fair Work Act will therefore no longer apply.

[Explanatory information – please delete once you have finished letter]

[Option 1: Include this if your JobKeeper direction was in relation to the employee's duties]

[Your work duties from 29 March 2021 will therefore revert back to [**insert details of how the employee's duties have been changes i.e 'from current duties as a Sales assistant back to your usual duties as a Regional manager**].]

[Option 2: Include this if your JobKeeper direction was in relation to the employee's location of work]

[Your location of work from 29 March 2021 will therefore revert back to [**insert original address**].]

[Option 3: Include this if your JobKeeper direction was in relation to the employee's days/hours of work]

[Your [**hours and/or days**] of work from 29 March 2021 will therefore revert back to [**insert original hours and/or days of work for permanent employees, or for casual employees specify that they will be rostered as required and advise when a roster can be expected to be provided**].]

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>