[Date]

[Employee name]

[Address line 1]

[Address line 2]

**BY HAND/ EMAIL:** [email address if applicable]

Dear [Employee Name],

**Agreement to work alternative days and times**

Under amendments to the Fair Work Act 2009 (Cth), Employers who qualify for the Jobkeeper scheme and Employees who have completed the Jobkeeper Nomination Notice and become entitled to receive one or more JobKeeper payments, can agree to the employee performing duties during a period on different days or times compared with their ordinary days or times of work.

This letter confirms our discussion on [insert date] at [time and location], where it was agreed that you will work under the following arrangement, as proposed by [Employer/Company name]:

[insert agreed alternative days and times of work] during the following period/s:

[insert period the person will work under this arrangement]

Please sign and date the form on page 2 of this letter as confirmation of our agreement. We recommend you keep a copy of this letter for your records.

Please contact me if you have any questions.

Yours sincerely,

[Name of authorised person]

[Title]

[Employer/business name]

**AGREEMENT TO WORK ALTERNATIVE DAYS AND TIMES**

I [employee name] confirm that I agree to work the following alternative days and/or times as proposed by [Employer/Company name]:

[insert alternative days and times from first page], for the duration of the period set out on page 1 of this letter.

EmployeeName:

Signature:

Date: