[Date]

[Employee name]

[Address line 1]

[Address line 2]

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

Dear [Employee Name],

**Proposal to implement JobKeeper Enabling Direction**

Under amendments to the Fair Work Act 2009 (Cth) Employers who qualify for the Jobkeeper scheme can make “JobKeeper Enabling Directions” in respect of employees who have completed the Jobkeeper Nomination Notice and become entitled to receive one or more JobKeeper payments for the duration of the relevant Jobkeeper Enabling Direction. We note you have a completed a Nomination Notice indicating you wish to receive JobKeeper payments from us.

We are writing to you to give you notice that we intend to implement the following JobKeeper Enabling Direction in respect of your employment:

**Type of direction/s proposed**

*(select one or more from the list of directions below)*

* Stand down direction not to work on a day or days that you would usually work;
* Stand down direction to work for a lesser period than you would ordinarily work on a particular day;
* Stand down direction to work fewer hours than your ordinary hours of work (including to nil);
* Direction changing duties
* Direction changing location of work

**Details of the proposed direction**

[insert details of the proposed change]

**Length of time the Direction is proposed to apply**

We are proposing that the direction will take effect on [insert date] and will continue until 28 September 2020 or earlier if we notify you.

|  |
| --- |
| Note: Employees must be given at least three days’ notice of the direction, unless they genuinely agree to a shorter period of notice |

**Invitation to provide feedback regarding the proposed Direction/s**

We invite you to meet with us on [date] at [time, location] to give your views on the proposed direction, before a decision is taken to implement it. If you have a representative you may also wish to include them in the meeting.

We will give consideration to any views you express about the proposed Direction/s

Please contact me if you have any questions.

Yours sincerely,

[Name of authorised person]

[Title]

[Employer/business name]