[Date]

[Employee name]

[Address line 1]

[Address line 2]

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

Dear [Employee Name]

**Notice of intention to give JobKeeper Enabling Direction**

We refer to our letter of [insert date], in which we gave details of the JobKeeper Enabling Direction/s we proposed to make in respect of your employment.

We consulted you about the proposal in a meeting on [date] at [time, location]. During the meeting you [raised no issues with the proposal.]

OR

[insert details about any issues the employee raised and state]. We have considered the points you raised and respond as follows: [insert details of response]].

In light of the above, we hereby give you [insert number of days notice – i.e. 3 or less if mutually agreed] notice of the Direction/s taking effect. Specifically, that [insert details of Directions being given from Step 1 letter].

The Direction/s will take effect on [insert date] and will continue until 28 September 2020 or earlier if we notify you.

Thank you for your understanding. Please contact me if you have any questions.

Yours sincerely,

[Name of authorised person]

[Title]

[Employer/business name]