**WRITTEN NOTICE TO ISSUE JOBKEEPER ENABLING DIRECTIONS TEMPLATE**

The body of the templates below can be copied into an email or attached to an email as a separate document on your company’s letterhead. Highlighted sections will need to be completed prior to sending to employees.

The Written Notice must be issued 3 days prior to giving the Direction.

1. **TEMPLATE ONE – Notice to reduce hours or number of days of work**

[**insert date**]

Dear [insert employee name],

**Notice to issue a JobKeeper enabling direction**

As you have been advised, [insert name of company] will be participating in the JobKeeper scheme and will receive the subsidy on your behalf.

This is to confirm that we will be issuing you the following JobKeeper enabling direction under section 789GDC of the *Fair Work Act 2009*.

We intend to reduce your [hours/days] of work to [x hours/x days] per week.

The reason we intend to reduce your [hours/days] of work is because [insert name of Company] has been significantly impacted by the COVID-19 pandemic and the Government’s directions restricting activity in response to COVID-19. As a result, you cannot be usefully employed at normal [hours/days] of work.

It is proposed that your reduced [hours/days] of work will commence on [insert date] and will end on [28 March 2021 or insert a sooner date].

We offer you the opportunity to discuss the proposed change to [days/hours] of work. We will contact you on [x date, at x time] and by [telephone/video] conference, unless you suggest a more suitable time.

Please contact [insert name of contact] on [insert telephone number] if you wish to discuss or have any questions.

Yours sincerely

[insert name]

1. **TEMPLATE TWO – Notice to stand down an employee in full**

[**insert date**]

Dear [insert employee name],

**Notice to issue a JobKeeper enabling direction**

As you have been advised, [insert name of company] will be participating in the JobKeeper scheme and will receive the subsidy on your behalf.

This is to confirm that we will be issuing you the following JobKeeper enabling direction under section 789GDC of the *Fair Work Act 2009*.

We intend to stand you down from your employment. This means that you will not be required to perform any work or attend the workplace.

The reason we intend to stand you down is because [insert name of Company] has been significantly impacted by the COVID-19 pandemic and the Government’s directions restricting activity in response to COVID-19. As a result, you cannot be usefully employed.

It is proposed that you will not be required to perform any work or attend the workplace from [insert date] to [28 March 2021 or insert a sooner date].

We offer you the opportunity to discuss the proposed stand down. We will contact you on [x date, at x time] and by [telephone/video] conference, unless you suggest a more suitable time.

Please contact [insert name of contact] on [insert telephone number] if you wish to discuss or have any questions.

Yours sincerely

[insert name]

1. **TEMPLATE THREE – Notice to change duties of work**

[**insert date**]

Dear [insert employee name],

**Notice to issue a JobKeeper enabling direction**

As you have been advised, [insert name of company] will be participating in the JobKeeper scheme and will receive the subsidy on your behalf.

This is to confirm that we will be issuing you the following JobKeeper enabling direction under section 789GE of the *Fair Work Act 2009*.

We intend to change your duties of work. Your proposed duties are:

* [insert list of duties]
* [insert list of duties]
* [insert list of duties]

The reason we intend to change your duties of work is because [insert name of Company] has been significantly impacted by the COVID-19 pandemic and the Government’s directions restricting activity in response to COVID-19. As a result, you cannot be usefully employed at to perform your usual duties of work.

It is proposed that your new duties of work would commence on [insert date] and end on [28 March 2021 or insert a sooner date].

We offer you the opportunity to discuss the proposed change to your duties of work. We will contact you on [x date, at x time] and by [telephone/video] conference, unless you suggest a more suitable time.

Please contact [insert name of contact] on [insert telephone number] if you wish to discuss or have any questions.

Yours sincerely

[insert name]

1. **TEMPLATE FOUR – Notice to change location of work**

[**insert date**]

Dear [insert employee name],

**Notice to issue a JobKeeper enabling direction**

As you have been advised, [insert name of company] will be participating in the JobKeeper scheme and will receive the subsidy on your behalf.

This is to confirm that we will be issuing you the following JobKeeper enabling direction under section 789GF the *Fair Work Act 2009*.

We intend to change your location of work. The proposed location of work is [insert address]

The reason we intend to change your location of work is because [insert name of Company] has been significantly impacted by the COVID-19 pandemic and the Government’s directions restricting activity in response to COVID-19. As a result, you cannot be usefully employed at to perform work at the usual location.

It is proposed that you commence attending work at [insert address of new location] on [insert date] and will return to [insert current location of work] on [28 March 2021 or insert a sooner date].

We offer you the opportunity to discuss the proposed change to your location of work. We will contact you on [x date, at x time] and by [telephone/video] conference, unless you suggest a more suitable time.

Please contact [insert name of contact] on [insert telephone number] if you wish to discuss or have any questions.

Yours sincerely

[insert name]