**JOBKEEPER ENABLING DIRECTIONS TEMPLATE**

The body of the template 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.

1. **TEMPLATE ONE – Return to normal work arrangement**

**[insert employee name]
[insert employee address]**
[**insert date**]

Dear [insert employee name],

**Re: Revocation of JobKeeper enabling direction**

This a notice to revoke the JobKeeper enabling direction issued to you under section 789GDC of the *Fair Work Act 2009* on [insert date] (**the Direction**).

From [insert date], the Direction will no longer apply to your employment and you will return to your usual hours of work, as follows:

* [insert day], [insert hours];
* [insert day], [insert hours].

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

Yours sincerely

[insert name]