**TEMPLATE TWO – Casual Conversion Not making an offer of permanent employment (to be given to a casual employee within 21 days after the first 12-months of employment)**

[insert employee name]
[insert employee address]

**By email: [insert employee email address]**

[**insert date**]

Dear [insert employee name],

 **No offer of Permanent Employment**

On behalf of [insert Company name], ABN: [insert ABN] (**Company**), and in accordance with section 66C of the *Fair Work Act 2009*, we are writing to advise that you will not be offered permanent employment.

The decision not to offer you permanent employment after 12 months employment with the Company is for the following reason/s: [delete irrelevant reason/s]

* During the last six months, you have not worked a regular pattern of hours on an ongoing basis and significant adjustment to your hours would be required for you to work in a full-time or part-time role.
* Your position will cease to exist in the next 12 months
* Over the next 12 months the number of hours you are required to work will be significantly reduced [set out the predicted change]
* Over the next 12 months the days on which you are required to perform work will be changed to [set out days],
* Over the next 12 months the hours during which you are required to perform work will be changed to [set out hours].

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

Yours sincerely

[insert name]

 [insert position]