TEMPLATE LETTER: Casual Conversion – No Offer of Permanent 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 [following an employer offer after 12 months or employee request pre-RA DATE] [OR – *delete one*] 66AAB [if following notification from employee] 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 with the Company is for the following reason/s: [delete irrelevant reason/s and note that under 66AAB, the request can only be refused on ‘fair and reasonable operational grounds’]

* 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 [set out the reasons why].
* Over the next 12 months the number of hours you are required to work will be significantly reduced [set out the predicted change and reasons why].
* 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].
* The Company would have to make substantial changes to the way it is organised to accommodate the conversion.
* The impacts on the Company should the conversion take place would be substantial.

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]