**TEMPLATE THREE– Casual Conversion – responding to employee requests for casual conversion (REFUSAL) - (to be given to a casual employee within 21 days after the receipt of a request for casual conversion)**

NOTE: Prior to refusing the request an employer must discuss the request with the employee.

[insert employee name]
[insert employee address]

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

[**insert date**]

Dear [insert employee name],

 **Refusal of request for permanent employment**

On behalf of [insert Company name], ABN: [insert ABN] (**Company**), and in accordance with section 66H 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]

* 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 details]
* 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 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]