TEMPLATE LETTER:

CASUAL CONVERSION – **Non-acceptance** of notification to convert to full-time or   
part-time employment

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[insert employee name]   
[insert employee address]

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

[**insert date**]

Dear [insert employee name],

**RE: Your request for conversion**

We refer to your written notification dated [insert date] where you gave notice that you wished to convert to [full-time/part-time] employment.

We have carefully considered your request and looked to balance our operational requirements with the needs of our employees, clients and team members. On behalf of [insert company name] (**Company**), we are writing to advise that you will not be offered permanent employment.

As discussed with you on [insert date], the decision not to offer you permanent employment with the Company is for the following reason/s:

[*GUIDANCE NOTE: Delete later] insert the specific reasons the notification Is not accepted, including further detail or explanation for how those reasons apply to the employees request to convert to full-time or part-time employment <delete reasons below that do not apply>]*

* [You still meet the definition of a casual employee under the *Far Work Act 2009*, as during the last six/twelve months, you have not worked a regular pattern of hours on an ongoing basis and as such, there has been an absence of a firm advance commitment to continuing and indefinite work];
* [There are fair and reasonable operational grounds for not accepting the notification including:

[*GUIDANCE NOTE*: *delete later] set out the reasons why from the list below, delete those that do not apply*]

* + [The Company would have to make substantial changes to the way it is organised to accommodate the conversion.]
  + [There would be significant impacts on the operation of the Company should the conversion take place.]
  + [Substantial changes to your employment conditions would be necessary that would significantly affect the way you would need to work.]

[*GUIDANCE NOTE*: *delete later] set any further relevant detail about these changes, some examples are below]*

* + - [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] [*GUIDANCE NOTE*: *delete later] 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].
    - [Significant adjustment to your hours would be required for you to work in a full time or part time role].
* [Accepting the notification would result in us not complying with a recruitment or selection process required by our [Enterprise Agreement or any other legal document]].

Please be assured that your role as a casual employee is both important and genuinely valued. While we are unable to approve your request to convert to permanent employment at this time, for the reasons outlined above, we hope this decision does not discourage you from continuing in your role. We remain committed to supporting your career development within the opportunities currently available.

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]