INSERT LOGO and address

Dear <insert employee name>

I’m writing to let you know that we’re enrolling for the $1500 fortnightly JobKeeper payment for eligible employees and to explain how this may affect you.

As part of the enrolment process you must give the Approved Provider or Nominated Supervisor a completed Tax Office ‘JobKeeper Employee Nomination Notice’ (attached) either agreeing to be nominated for JobKeeper or confirming you do not wish to be nominated. You must also confirm you’re eligible for the Payment and have not agreed to be nominated by another employer, as you cannot receive the Payment from multiple employers. Eligibility criteria are outlined in Section C of the attached ‘JobKeeper Employee Nomination Notice.’

Subject to our approval for the JobKeeper payment by the Tax Office we will pay you a minimum of $1500 per fortnight (before tax). If you earn more than $1500 per fortnight, you’ll still receive your usual pay, and we’ll use the JobKeeper Payment to help pay your wages. Further information about the JobKeeper payment is available in the Fact Sheet [JobKeeper Payment – Information for employees](https://treasury.gov.au/sites/default/files/2020-04/Fact_sheet_Info_for_Employees_2.pdf). We will notify you if you are receiving the Payment.

The Payment period starts on 30 March 2020 and ends on 27 September 2020. However, we may start paying JobKeeper at a later date if the Tax Office delays the approval process, or you do not return the ‘JobKeeper Employee Nomination Notice’ as soon as possible.

Please note that the JobKeeper Payment is intended to help businesses keep people employed. There is an expectation that you undertake work to receive the Payment, unless you’re on paid or unpaid leave with our consent. In the case of unpaid leave, we may discuss options for returning to work with you as soon as possible.

There have also been temporary changes to the Fair Work Act so that employers receiving JobKeeper payments for an employee can issue ‘JobKeeper Enabling Directions’ to the employee. These include Directions to reduce hours of work, change work days and locations, or perform different duties. There are protections for employees built into the legislation, including the requirement we consult with employees before giving a Direction.

I will provide further relevant information to you if it becomes available. If you have any questions please feel free to raise them with me.

Kind regards,

<insert name of Approved Provider/Nominated Supervisor>

<Approved Provider or Nominated Supervisor>

<insert date>