**End of JobKeeper Enabling Direction Letter**

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

**Note:** For more information about dealing with a potential abandonment of employment, please see our relevant Quick Guide or contact the Workplace Relations Advice Line.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**End of JobKeeper Enabling Direction**

**[Insert company letterhead]**

**[Insert Date]**

**Private and confidential**

**[Insert employee’s full name]**

**[Insert employee’s address]**

Dear **[Name]**

**Re: JobKeeper enabling direction to alter employee [duties/work location/ hours or days of work]**

I am writing to inform you that the direction given to you on **[insert date]** to **[perform alternative**

**duties/change your location of work/ to reduce your hours and/or days of work]** in regards to your

employment as a **[insert position]** with **[insert company name]** will cease to apply to you on 29

March 2021 as the JobKeeper scheme ends on 28 March and the JobKeeper provisions in the Fair

Work Act will therefore no longer apply.

**[Explanatory information – please delete once you have finished letter]**

**[Option 1: Include this if your JobKeeper direction was in relation to the employee’s duties]**

**[**Your work duties from 29 March 2021 will therefore revert back to **[insert details of how the**

**employee’s duties have been changes i.e ‘from current duties as a Sales assistant back to your usual**

**duties as a Regional manager].]**

**[Option 2: Include this if your JobKeeper direction was in relation to the employee’s location of work]**

**[**Your location of work from 29 March 2021 will therefore revert back to **[insert original address].]**

**[Option 3: Include this if your JobKeeper direction was in relation to the employee’s days/hours of**

**work]**

**[**Your **[hours and/or days]** of work from 29 March 2021 will therefore revert back to **[insert original**

**hours and/or days of work for permanent employees, or for casual employees specify that they will**

**be rostered as required and advise when a roster can be expected to be provided].]**

If you have any questions about this matter, please do not hesitate to contact me on **[insert contact**

**details].**

Yours sincerely,

**[Insert name]**

**[Insert position]**