# JobKeeper employee notification letter

The following letter template 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.

## 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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[Insert date]

PRIVATE AND CONFIDENTIAL

[Name]

[Street address]

[Suburb] [State] [Postcode]

Dear [Name]

The Australian Government has recently announced a wage subsidy package to help support employers and employees during the current COVID-19 pandemic. **[insert business name]** will be applying to the Australian Taxation Office (ATO) to receive the wage subsidy payment.

We are writing to notify you of your inclusion in this ATO application. Please contact **[Insert relevant business department or staff member]** as soon as possible if you wish to be excluded from the application. Otherwise, more information will be provided as it becomes available.

Please be advised your entitlement to other schemes through Services Australia (formally Centrelink) such as the JobSeeker payment or the Coronavirus supplement will be interrupted if you are in receipt of this subsidy. You will need to contact services Australia if you have already made an application for a paid entitlement. Other paid entitlements through Service Australia may need to seize whilst you receive the JobKeeper Subsidy. **[insert business name]** is not responsible for any payments to Services Australia you may be required to make due to a failure to notify them of a change in circumstances.

If our application is successful, we will receive the sum of $1500 (gross) per eligible employee per fortnight, for a maximum period of six months.

If you require clarification of any aspect of this letter please do not hesitate to contact myself or **[instead relevant department or staff member]** on **[insert the applicable phone number]**

Yours sincerely,

**[Manager name]**

**[Manager title]**