# End of JobKeeper Notification 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.

**AttentionNote:** 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 Notification Letter

[Insert company letterhead]

[Insert Date]

Private and confidential

[Insert employee’s full name]

[Insert employee’s address]

[Name]

Re: Notice of the end of the JobKeeper Payment scheme

As notified on [insert date], we receive JobKeeper payments in relation to you as an eligible employee

as a result of qualifying for the JobKeeper Payment scheme, which are passed on to you.

I am writing to advise you that the JobKeeper scheme will end on 28 March 2021. This means that the

last JobKeeper payment we will receive for our eligible employees, including you, will be for the

fortnight of 15 March – 28 March 2021.

After 28 March 2021, we will not receive any further JobKeeper payments, and as a result, no further

payments will be passed on to you as part of your wages.

From 29 March 2021 you will only receive payment for [insert details of how the employee is ordinarily

paid e.g. for the hours you actually work as per the relevant award / wages as per your employment

contract, etc].

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]