Highlighted text is to be completed with relevant information.

**Green** text are optional clauses. Convert to match black font or delete clause if not applicable.

**Red** text are guidance notes and need to be deleted along with this text box.

Y

Date

Employee name

Address line 1

Address line 2

STATE Postcode

**BY HAND/ EMAIL: email address if applicable**

Dear Employee Name,

**(1) Notification of end of Stand Down Period; and**

**(2) Agreement to Temporary Change to Terms and Conditions**

Further to recent discussions, in light of the Government’s announcement about the introduction of the JobKeeper Payment scheme, Company Name believes it will be able to access a subsidy which will allow it to continue to usefully employ you in your position.

This letter is to confirm that your period of stand down without pay period is to end and as such you will be required to return to work as at insert date. Due to the continuing impact of the Coronavirus on the business, we write to confirm that we have agreed to the following temporary changes to your terms and conditions of employment:

* You have agreed to temporarily vary your hours of employment (together with a pro rata reduction in pay) as follows [insert details]
* You will continue to accrue annual leave and personal/carer’s leave based on your original hours of work.

The amendments will be effective from insert date and will operate until further notice.

I will inform you as soon as I have more information about how long these temporary arrangements will be in place.

To confirm that you accept these temporary changes to your terms and conditions please sign the form below and return it to me. Please also keep one copy of this letter for your records.

Please contact me if you have any questions.

Yours sincerely,

Signatory Name

Signatory Title

**Employer Name**

I have read and understood the contents of this letter and agree to the temporary change in my terms and conditions of employment as set out above.

Full name (please print):

Signature:

Date: