##  20/04/2020

## Employee NameEmployee Address

Dear Employee Name

## **Employer Declaration to the Eligible Employee**

We (the employer) have notified the ATO that you are included in our list of employees whose wage is to be supported by the JobKeeper Scheme.

This entitles you to be paid $1500 which is supported by the Government for each fortnight until 27 September 2020.

We will separately advise you of the work requirements during this time, if any.

You are not permitted to receive JobKeeper Scheme payments from more than one employer, accordingly you must advise us if you choose to be paid JobKeeper Scheme supported wages from any other employer. You should also advise any other employer that you are already receiving JobKeeper payments from us.
(note: you do not have to identify us)

We attach the ATO [**JobKeeper Employee Nomination Form**](https://www.icb.org.au/out/221418/JobKeeper-Employee-Nomination-Notice-ATO.pdf) which must be returned to us by 27/04/2020

We understand that this is a very uncertain time, however we are committed to trying to get through this and return the business to normal as soon as we can.

If you have any questions about this letter or the Nomination Form, please contact Contact Name, who is managing this process on behalf of Entity Name.

Contact Name
Contacts Business Name
Contacts Email
Contacts Phone

Thank you for your patience and understanding.

Stay safe and we hope to see you back at work soon.

Your Name