**Memorandum**

**To:**

**Re:** JobKeeper Payment

**Date:**

The Federal Government has recently introduced legislation confirming a new JobKeeper subsidy. The JobKeeper subsidy is a payment that assists eligible employers impacted by COVID-19 to continue to pay eligible employees.

Eligible employers can claim a payment of $1,500 per fortnight per eligible employee from 30 March 2020, for a maximum period of 6 months.

This memorandum is to confirm that { INSERT COMPANY NAME } will be participating in the JobKeeper scheme. This will allow us to continue to operate our business throughout this crisis, and in turn, keep our employees in jobs as much as possible.

Unfortunately, you do not meet the eligibility criteria for { INSERT COMPANY NAME } to claim the JobKeeper payment to subsidise your wages. We appreciate that this may result in further financial hardship for you and as such we encourage you, if you have not already, to contact Services Australia about your individual circumstances and to discuss whether you would be eligible for JobSeeker payments.

As the JobKeeper subsidy is available to businesses for a period of six months until 27 September 2020,

{ INSERT COMPANY NAME } will continue to assess your eligibility for this subsidy and will keep you fully informed of any changes that may affect your eligibility as soon as possible.

We would like to take the opportunity to thank you for your continued patience and loyalty during this difficult time.

For more information on the JobKeeper subsidy, please see the Treasury website at <https://treasury.gov.au/coronavirus/jobkeeper>.

If you have any further questions or concerns in relation to this matter, please contact on .

**ACKNOWLEDGEMENT**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print name) hereby acknowledge that I have received, read and understand the details confirmed in this memorandum regarding the JobKeeper arrangement. I also understand that all contents of this letter are private and confidential.

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dated: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |