**Memorandum**

**To: All Eligible Employees**

**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.

We have nominated you as an eligible employee under the JobKeeper scheme. This means that {INSERT COMPANY NAME } will receive a payment of $1,500 per fortnight from the Government to subsidise your wages.

*Employees still working*

If you are still working, you will be paid your normal wages based on the hours you work. If you typically receive less than $1,500 before tax per fortnight, you will still be paid the full amount of $1,500 per fortnight, before tax. If you typically receive more than $1,500 before tax per fortnight, you will still receive your normal wages.

*Employees on stand down*

If you have been stood down, you will be paid $1,500 per fortnight before tax, even if you typically earn less than $1,500 per fortnight. If you typically earn more than $1,500 before tax, you will not be paid over and above the $1,500 JobKeeper payment.

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, and agree to be an eligible employee for the purposes of the JobKeeper scheme. I also understand that all contents of this letter are private and confidential.

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