

New free template letters help small businesses manage employees

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Small-to-medium sized businesses can ensure they are better equipped when hiring, managing and dismissing employees by using new, free template letters produced by the Fair Work Ombudsman.

The documentation covers a range of situations in which employers commonly provide employees with written correspondence because it is required by law or because of the benefits of having formal documentation.

These include engaging employees, successful/unsuccessful completion of a probationary period, providing official warnings and termination and redundancy.

The letters contain step-by-step instructions, as well as clearly-labelled spaces for employers to insert details specific to the relevant employee.

“The letters are a practical resource aimed at helping small-to-medium sized enterprises without human resources staff save time and money, as well as assist with improved compliance with workplace laws,” Fair Work Ombudsman Executive Director Michael Campbell said.

“We identified a demand for this resource and we have already had a favourable response from employers.”

The letters, produced by the Agency’s Small Business Education Unit, are available for download at www.fwo.gov.au. Click on the ‘Employers’ tab then the ‘Small business assistance’ link.

Templates for pay slips, recording personal details of employees and time-and-wages records are also available.

The Fair Work Ombudsman has also developed a series of Best Practice Guides to assist employers to make better use of the provisions of the Fair Work Act and better understand workplace laws.

The guides cover topics including Small Business and the Fair Work Act, Managing Underperformance and Effective Dispute Resolution.

The Fair Work Ombudsman promotes harmonious, productive and co-operative workplaces. It also monitors compliance and investigates breaches of national workplace laws.

Employers or employees seeking assistance or further information can also contact the Fair Work Infoline on 13 13 94. For translations call 13 14 50.

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.