

Templates

Templates for workplaces during coronavirus

If your workplace has been impacted by coronavirus, we have templates and other resources to help you. This includes template letters for employers (including those accessing the JobKeeper scheme) and videos busting common workplace myths about work during coronavirus.

See more at [Tools and resources during coronavirus \(https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/contact-us/tools-and-resources-during-coronavirus\)](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/contact-us/tools-and-resources-during-coronavirus) .

Award flexibility

Due to the impacts coronavirus is having on the community, a number of unions and employer associations are applying to the Fair Work Commission to increase award flexibility.

This may affect the information about entitlements on both this page and in the templates found on this page.

For a list of determinations and to see if your award is affected go to [Temporary changes to workplace laws during coronavirus \(https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/temporary-changes-to-workplace-laws-during-coronavirus\)](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/temporary-changes-to-workplace-laws-during-coronavirus) .

JobKeeper changes to the Fair Work Act

On 9 April 2020, the Fair Work Act was amended to support the implementation and operation of the JobKeeper scheme in Australian workplaces.

For information about the changes and how they apply, go to [JobKeeper wage subsidy scheme \(https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/pay-and-leave-during-coronavirus/jobkeeper-wage-subsidy-scheme/changing-duties-location-or-days-and-times-of-work-under-the-jobkeeper-scheme\)](https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/pay-and-leave-during-coronavirus/jobkeeper-wage-subsidy-scheme/changing-duties-location-or-days-and-times-of-work-under-the-jobkeeper-scheme) .

We have templates that you can download to assist you on a wide range of topics:

- [Employing staff](#)
- [Pay slips and record-keeping](#)
- [Hours of work](#)
- [Balancing work and family](#)
- [Managing performance](#)
- [Managing underperformance](#)
- [Ending employment](#)

Employing staff

Downloadable templates:

- [Job advertisement template \(DOCX 49.4KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Job-advertisement-template.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Job-advertisement-template.docx.aspx)
(PDF 292.9KB) (www.fairwork.gov.au/ArticleDocuments/766/Job-advertisement-template.pdf.aspx)
- [Job description template \(DOCX 48.3KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.docx.aspx)
(PDF 216.2KB) (www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.pdf.aspx)
- [Telephone screening form \(DOCX 48.2KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Telephone-screening-form.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Telephone-screening-form.docx.aspx)
(PDF 295.9KB) (www.fairwork.gov.au/ArticleDocuments/766/Telephone-screening-form.pdf.aspx)
- [Reference checking form \(DOCX 49.9KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Reference-checking-form.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/766/Reference-checking-form.docx.aspx)
(PDF 282.9KB) (www.fairwork.gov.au/ArticleDocuments/766/Reference-checking-form.pdf.aspx)
- [Letter of engagement - casual employee \(DOC 75KB\) \(www.fairwork.gov.au/ArticleDocuments/766/Letter-of-engagement-casual-](http://www.fairwork.gov.au/ArticleDocuments/766/Letter-of-engagement-casual-)

[employee.doc.aspx](#) (PDF 237.7KB) (www.fairwork.gov.au/ArticleDocuments/766/Letter-of-engagement-casual-employee.pdf.aspx)

- [Letter of engagement - full-time and part-time employees \(DOC 78KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Letter-of-engagement-full-time-and-part-time-employees.doc.aspx) (PDF 459.9KB) (www.fairwork.gov.au/ArticleDocuments/766/Letter-of-engagement-full-time-and-part-time-employees.pdf.aspx)
- [Notice to unsuccessful applicants \(DOCX 42.1KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Notice-to-unsuccessful-applicants.docx.aspx) (PDF 193.5KB) (www.fairwork.gov.au/ArticleDocuments/766/Notice-to-unsuccessful-applicants.pdf.aspx)
- [Starting a new job checklist \(DOCX 40.1KB\)](#) (www.fairwork.gov.au/ArticleDocuments/715/Starting-a-New-Job-Checklist.docx.aspx) (PDF 218KB) (www.fairwork.gov.au/ArticleDocuments/766/Starting-a-New-Job-Checklist.pdf.aspx)
- [Induction checklist \(DOCX 30.3KB\)](#) (www.fairwork.gov.au/ArticleDocuments/715/Template-induction-checklist.docx.aspx) (PDF 606.8KB) (www.fairwork.gov.au/ArticleDocuments/766/template-induction-checklist.pdf.aspx)

Pay slips and record-keeping

Interactive templates:

- [Request for records](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/request-for-records) (www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/request-for-records)

Downloadable templates:

- [Pay slip template \(DOC 48KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.doc.aspx) (PDF 126.3KB) (www.fairwork.gov.au/ArticleDocuments/766/Pay-slip-template.pdf.aspx)
- [Weekly time and wage records template \(DOC 107KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Weekly-time-and-wages-record-template.doc.aspx) (PDF 121.4KB) (www.fairwork.gov.au/ArticleDocuments/766/Weekly-time-and-wages-record-template.pdf.aspx)
- [Record of employee details \(DOC 81.5KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Record-of-employee-details.doc.aspx) (PDF 206.1KB) (www.fairwork.gov.au/ArticleDocuments/766/Record-of-employee-details.pdf.aspx)
- [Staff meeting records template \(DOC 59KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Staff-meeting-record-template.doc.aspx) (PDF 410.5KB) (www.fairwork.gov.au/ArticleDocuments/766/staff-meeting-record-template.pdf.aspx)

Hours of work

Interactive templates:

- [Agreement to take annual leave in advance](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/agreement-to-annual-leave-in-advance) (www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/agreement-to-annual-leave-in-advance)
- [Casual conversion](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/casual-conversion) (www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/casual-conversion)
- [Notice of requirement to take annual leave](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/notice-of-requirement-to-take-annual-leave) (www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/notice-of-requirement-to-take-annual-leave)

Downloadable templates:

- [Part-time hours of work agreement or variation \(DOC 91KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.doc.aspx) (PDF 356.3KB) (www.fairwork.gov.au/ArticleDocuments/766/Part-time-hours-of-work-agreement-variation.pdf.aspx)
- [Full-time hours of work variation \(DOC 88KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Full-time-hours-of-work-agreement-or-variation-template.doc.aspx) (PDF 215KB) (www.fairwork.gov.au/ArticleDocuments/766/Full-time-hours-of-work-agreement-or-variation-template.pdf.aspx)
- [Leave application form \(DOC 68KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Leave-application-form.doc.aspx) (PDF 177.9KB) (www.fairwork.gov.au/ArticleDocuments/766/Leave-application-form.pdf.aspx)
- [Roster template \(DOC 81KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Roster-template.doc.aspx) (XLSX 26.3KB) (www.fairwork.gov.au/ArticleDocuments/766/Roster-template.xlsx.aspx)
- [Timesheet template \(DOC 77.5KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Timesheet-template.doc.aspx) (PDF 340.6KB) (www.fairwork.gov.au/ArticleDocuments/766/Timesheet-template.pdf.aspx)
- [Notice of requirement to take annual leave for close down \(DOC 130KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Notice-of-requirement-to-take-annual-leave-for-close-down.doc.aspx) (PDF 716.9KB) (www.fairwork.gov.au/ArticleDocuments/766/Notice-of-requirement-to-take-annual-leave-for-close-down.pdf.aspx)
- [Direction to take excessive annual leave \(DOCX 51.9KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/direction-to-take-excessive-annual-leave.docx.aspx) (PDF 427.3KB) (www.fairwork.gov.au/ArticleDocuments/766/direction-to-take-excessive-annual-leave.pdf.aspx)
- [Agreement to cash out annual leave \(DOCX 20.3KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/agreement-to-cash-out-annual-leave.docx.aspx) (PDF 262.1KB) (www.fairwork.gov.au/ArticleDocuments/766/agreement-to-cash-out-annual-leave.pdf.aspx)
- [Agreement to annual leave in advance \(DOCX 20.6KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/agreement-to-annual-leave.docx.aspx) (PDF 262.1KB) (www.fairwork.gov.au/ArticleDocuments/766/agreement-to-cash-out-annual-leave.pdf.aspx)

[leave-in-advance.docx.aspx](#) (PDF 349.4KB) (www.fairwork.gov.au/ArticleDocuments/766/ageement-to-annual-leave-in-advance.pdf.aspx)

Balancing work and family

Downloadable templates:

- [Request for flexible working arrangements \(DOC 67KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Request-for-flexible-working-arrangements-letter-template.doc.aspx) (PDF 545.6KB) (www.fairwork.gov.au/ArticleDocuments/766/request-for-flexible-working-arrangements-letter-template.pdf.aspx)
- [Request for flexible working arrangements - Example letters \(DOC 68.5KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Request-for-flexible-working-arrangements-example-letters.doc.aspx) (PDF 269.1KB) (www.fairwork.gov.au/ArticleDocuments/766/request-for-flexible-working-arrangements-example-letters.pdf.aspx)
- [Response to a request for flexible working arrangements \(DOCX 38.8KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/MAR-flexibility-request-response-template.docx.aspx) (PDF 201.6KB) (www.fairwork.gov.au/ArticleDocuments/766/MAR-flexibility-request-response-template.pdf.aspx)
- [Parental leave request \(DOC 69KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Parental-leave-request-template.doc.aspx) (PDF 240.8KB) (www.fairwork.gov.au/ArticleDocuments/766/parental-leave-request-template.pdf.aspx)
- [Application to vary parental leave - within first 12 months \(DOC 69KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Application-to-vary-parental-leave-within-12-months.doc.aspx) (PDF 413.7KB) (www.fairwork.gov.au/ArticleDocuments/766/Application-to-vary-parental-leave-within-12-months.pdf.aspx)
- [Application to extend parental leave - beyond 12 months \(DOCX 47.6KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/application-to-extend-parental-leave-beyond-12-months.docx.aspx) (PDF 241.8KB) (www.fairwork.gov.au/ArticleDocuments/766/application-to-extend-parental-leave-beyond-12-months.pdf.aspx)
- [Parental leave extension - approval \(DOC 62.5KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Extension-of-parental-leave-approval-letter-template.doc.aspx) (PDF 354.2KB) (www.fairwork.gov.au/ArticleDocuments/766/Extension-of-parental-leave-approval-letter-template.pdf.aspx)
- [Parental leave extension - refusal \(DOCX 47.5KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/extension-of-parental-leave-refusal-letter-template.docx.aspx) (PDF 427.3KB) (www.fairwork.gov.au/ArticleDocuments/766/extension-of-parental-leave-refusal-letter-template.pdf.aspx)

Managing performance

Interactive templates:

- [End of probation letter template](#) (www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/end-of-probation)

Downloadable templates:

- [Setting up a performance system checklist \(DOCX 32.7KB\)](#) (www.fairwork.gov.au/ArticleDocuments/715/setting-up-a-performance-system-checklist.docx.aspx) (PDF 360.3KB) (www.fairwork.gov.au/ArticleDocuments/766/setting-up-a-performance-system-checklist.pdf.aspx)
- [Performance agreement template \(DOCX 53.4KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Performance-agreement-template.docx.aspx) (PDF 308.5KB) (www.fairwork.gov.au/ArticleDocuments/766/Performance-agreement-template.pdf.aspx)
- [Performance review discussion plan \(DOCX 35.4KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/performance-review-discussion-plan.docx.aspx) (PDF 212.7KB) (www.fairwork.gov.au/ArticleDocuments/766/performance-review-discussion-plan.pdf.aspx)
- [Successful probation letter \(DOC 60KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Successful-probation-letter-template.doc.aspx) (PDF 126.2KB) (www.fairwork.gov.au/ArticleDocuments/766/successful-probation-letter-template.pdf.aspx)
- [Unsuccessful probation letter \(DOC 64KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Unsuccessful-probation-letter-template.doc.aspx) (PDF 140.5KB) (www.fairwork.gov.au/ArticleDocuments/766/unsuccessful-probation-letter-template.pdf.aspx)

Managing underperformance

Interactive template:

- [Warning letter template](#) (www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/warning-letter)

Downloadable templates:

- [Managing underperformance – initial steps checklist \(DOCX 34.9KB\)](#) (www.fairwork.gov.au/ArticleDocuments/715/managing-underperformance-initial-steps-checklist.docx.aspx) (PDF 478.7KB) (www.fairwork.gov.au/ArticleDocuments/766/managing-underperformance-initial-steps-checklist.pdf.aspx)
- [Managing underperformance – formal steps checklist \(DOCX 32.8KB\)](#) (www.fairwork.gov.au/ArticleDocuments/715/managing-un)

[derperformance-formal-steps-checklist.docx.aspx](#) (PDF 480KB) (www.fairwork.gov.au/ArticleDocuments/766/managing-underperformance-formal-steps-checklist.pdf.aspx)

- [Performance improvement plan \(DOCX 50KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/performance-improvement-plan.docx.aspx) (PDF 312.6KB) (www.fairwork.gov.au/ArticleDocuments/766/performance-improvement-plan.pdf.aspx)
- [Underperformance meeting plan \(DOCX 46.5KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/underperformance-meeting-plan.docx.aspx) (PDF 301.5KB) (www.fairwork.gov.au/ArticleDocuments/766/underperformance-meeting-plan.pdf.aspx)
- [First warning letter \(DOCX 46.9KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/First-warning-letter-template.docx.aspx) (PDF 212.8KB) (www.fairwork.gov.au/ArticleDocuments/766/First-warning-letter-template.pdf.aspx)
- [Final warning letter \(DOCX 50.7KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Final-warning-letter-template.docx.aspx) (PDF 301.2KB) (www.fairwork.gov.au/ArticleDocuments/766/Final-warning-letter-template.pdf.aspx)

Ending employment

Interactive templates:

- [Letter of resignation template](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/letter-of-resignation) (www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates/letter-of-resignation)

Downloadable templates:

- [Termination of employment letter \(DOCX 37.6KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template.docx.aspx) (PDF 371.9KB) (www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template.pdf.aspx)
- [Termination of employment letter - serious misconduct \(DOCX 51.2KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-serious-misconduct.docx.aspx) (PDF 227.4KB) (www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-serious-misconduct.pdf.aspx)
- [Termination of employment letter - redundancy \(DOCX 48.6KB\)](#) (www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-redundancy.docx.aspx) (PDF 448.5KB) (www.fairwork.gov.au/ArticleDocuments/766/Termination-of-employment-letter-template-redundancy.pdf.aspx)

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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.