**[Business Name]**

[Business Address]

[Business Contact No.]

[Date]

**[Employee’s Name]**

[Employee’s Residential Address]

Private and Confidential

**Letter of Casual Conversion**

Dear [employee’s name],

This is to inform you that as of [date] you have been employed as a casual employee by [business name] on a regular and systematic basis for twelve (12) months.

In accordance with the Fair Work Commission and the [your modern award], you are entitled to elect to convert your casual employment status to full-time or part-time employment.

Upon receiving this letter, please reply in writing your decision of whether or not you’d like to convert your employment to full-time or part-time. If you choose to convert your employment status, it will be subject for approval, unless it falls under reasonable grounds to be rejected.

Should you decide to convert your status, provide us a dated letter with your decision by [date].

If you do not respond within four (4) weeks upon receiving this letter, the business will deem your decision to not convert your employment status. We will require you to provide us a written notice of your decision to not convert, and remain a casual employee.

To find out more about your work entitlements, visit [www.fairwork.gov.au](http://www.fairwork.gov.au) or call the Fair Work Infoline at 13 13 94.

If you have any questions, contact me at [email or phone no].

Yours sincerely,

[Employer’s name]

[Position in the company]