This letter must be used to advise an employee that they are no longer formally declared excess.

**[Wording in bold font]** should be deleted once relevant content is included.

State Government logo and Agency branding is to be included.

**[Insert Date]**

**CONFIDENTIAL**

**[Insert Name and Postal Address]**

*Delivered per registered and standard mail; or courier; or hand delivered*

Dear Mr or Ms **[surname]**

**Appointment/Assignment to Position/Role – Agency**

On **[date]**, written advice was provided to you formally declaring that effective from the date of receipt of that letter, you were excess to requirements of **[agency name]**.

The purpose of this letter is to formally confirm that as a result of **being placed in an ongoing or term/contract employment of no less than 12 months[[1]](#footnote-1) or as a result of [event]** you are no longer excess to requirements.

In accordance with Clause 1.13.9.1 of Appendix 1 of the *South Australian Modern Public Sector Enterprise Agreement: Salaried 2017,* the following information is attached:

1. A statement of duties (which may be described as a job description or role statement) by the **[agency name]** in which the suitable duties have been identified;
2. A statement of the required support and training, including any approved expenditure and timeframes;
3. A statement of the relevant working arrangements.

If you have any questions contact **[Insert name of senior HR practitioner / HR leader / or agency executive].**

Yours sincerely,

**Chief Executive, Agency Head or Delegate**

**Signature Block**

Enclosures

1. Clause 1.14.2 of Appendix 1 of the *South Australian Modern Public Sector Enterprise Agreement: Salaried 2017* states that *“For the purpose of determining whether an employee has been placed in employment of no less than 12 months, the 12 month period will include the cumulative effect of extensions undertaking the same or similar duties.”* [↑](#footnote-ref-1)