**Email Template to Job Agent – Reasonable Notice**

To whom it may concern,

During a recent correspondence, you informed me that I had to attend a job agency appointment or activity without reasonable notice (defined as 3 calendar days for face-to-face or phone contact, two business days for email contact and six business days for mailed letter).

I would like to inform you that I will not be attending any job agency appointment or activity unless reasonable notice is given.

In future, I would prefer it if you contacted me via [INSERT].

I look forward to your written reply before my next appointment.

On a broader note, I am deeply concerned that you have tried to deny me reasonable notice.

If you continue to not respect my rights under the *jobactive* deed, I will feel obliged to take further steps with your head office, the Department of Employment, the Commonwealth Ombudsman, my local member of parliament and the Australian Unemployed Workers’ Union.

Sincerely,

[INSERT NAME AND DATE]