Template letter: Decision to approve request for employment at higher classification level

*This template letter informs an employee currently acting at a higher classification that their request to be converted at the higher classification is approved under the Act and Review of acting or secondment at higher classification level (Directive 03/23).* [Delete before sending letter]

[Address]

[Employee email address]

Key points:

1. This letter is an offer to convert your employment to a permanent in the role that you are currently [acting/seconded] in.
2. Subject to your agreement, your conversion will take effect from [insert date].
3. The details of your permanent employment offer are enclosed at the end of this letter.

Dear [insert name],

Thank you for your submissions received on [insert date] in relation to your request for employment on a permanent basis in the higher classification position of [position name], [insert department, agency or entity name] that you are currently [acting in/seconded to].

I have considered your request and am pleased to advise that, if you agree, you will be permanently employed in the position of [position name, business unit, department, agency or entity name] from [date of conversion]. The details of your permanent employment in this role are [outline employment information].

My decision and response are based on the requirements of [[section 120](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.120) or [section 121](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2022-034#sec.121)] of the *Public Sector Act* (Act) and [Review of acting or secondment at higher classification level (Directive 03/23)](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/review-of-acting-or-secondment-at-a-higher-classification-level-directive-0323).

Accordingly, I have considered previous reviews conducted under section [120 or 121 – if relevant], whether you are suitable to perform the role, and the genuine operational requirements of this entity.

In relation to genuine operational requirements, your employment in the position on a permanent basis is supported because [describe actions for appointment e.g. the position recently became substantively vacant, the project has transitioned to business as usual with ongoing funding for the position, a permanent relief pool has been created using the position].

I would also like to take this opportunity to thank you for the contribution you have made to [insert department, agency or entity’s name] and look forward to working with you on an ongoing basis.

[Insert name] has been assigned as the contact for the review. Should you have any questions regarding this letter, please contact [insert name of contact] on [insert telephone number].

Yours sincerely

Decision maker

[Address]