**Level Change Notification Letter**

**(Please adjust the following accordingly)**

*(For Employees Moving from Level 1 to Level 2 under the Horticulture Award 2020)*

**[Company Name]**  
**[Date]**

**[Employee Name]**  
**[Employee Address]**  
**[Employee Email]**

**Subject: Notification of Award Classification Change – Level 1 to Level 2**

Dear **[Employee Name]**,

We are writing to inform you that, effective **[Effective Date]**, your classification under the **Horticulture Award 2020** will be updated from **Level 1 to Level 2**.

This change is in accordance with the recent updates to the Award, which state that employees can remain at Level 1 for a maximum of **three months**. Based on your industry experience, you now qualify for a **Level 2 classification**.

**What This Means for You:**

✔ **New Classification:** Level 2 under the Horticulture Award 2020  
✔ **Updated Pay Rate:** **[$ New Hourly Rate]** (as per Award requirements)  
✔ **Effective Date:** **[Date of Level Change]**

Your duties will remain similar to those in Level 1 but may now include additional responsibilities, such as:

* performing a range of tasks involving the set up and operation of production and/or packaging or picking equipment, labelling and/or consumer picking equipment;
* repetition work on automatic, semi-automatic or single purpose machines or equipment;
* assembling/dismantling components using basic written, spoken and/or diagrammatic instructions in an assembly environment;
* irrigation, spraying or pruning under general supervision;
* sorting, packing and grading beyond the scope of Level 1 duties;
* maintaining simple records;
* using hand trolleys, pallet trucks or other mechanical or power driven lifting or handling devices not requiring a licence;
* operating tractors with engine capacity of up to 70 kW;
* general and routine product testing;
* providing assistance within the scope of this level to other employees as required;
* assisting in the provision of on-the-job training in conjunction with supervisors, tradespersons or trainers;
* undertaking further training so as to enable advancement to Level 3.

If you have any questions about this change, please feel free to discuss it with your manager.

Thank you for your continued dedication and contribution to **[Company Name]**. We appreciate your hard work and look forward to your ongoing success with us.

Kind regards,

**[Manager/Supervisor Name]**  
**[Company Name]**  
**[Contact Number]**  
**[Email]**