**NOTICE OF STAND DOWN**

Date

Dear Name,

It is with sincere regret that we must advise that as a result of the current COVID-19 emergency our (Nos/Sales) have dropped to the point we are unable to gainfully employ you in any part of the business.

Therefore, from today until further notice, you will be stood down from your position without pay. *(this paragraph can be replaced with one of those below)*

***Alternative paragraph 1:***

*We are able to you the opportunity to take your accrued annual or long service leave if you wish. Please talk to [insert name] to organise the details of what leave you would like to access.*

***Alternative paragraph 2:***

*We are able to offer you the ability to access some of your leave entitlements on the following basis:*

1. *Stand down without pay for x days per week; and*
2. *Paid annual/long service leave for x days per week until the leave is exhausted.*

We regret that this decision has become necessary, however please be assured we are doing everything possible to ensure your position will be here when this emergency is over. We will be in contact over this period to keep you informed of any developments. If any work becomes available we will advise you immediately.

You are able to find alternative employment if you can during this time and it will not effect your ongoing position with us. We wish you the best of luck during this trying time.

Thankyou for your understanding.

Yours sincerely,

Name

Position.