[#insert Company letterhead]

[#insert date]

**PRIVATE & CONFIDENTIAL**

[#insert employee’s name]

[#insert employee’s address]

Dear [#insert employee’s name],

Stand Down – COVID-19

As you are aware the issues surrounding coronavirus (COVID-19) has over the past few weeks created unforeseen challenges for the community, including for many businesses.

As you know our business has been affected including as a result of closures and social distancing requirements . I am now writing to you to advise you of the measures we are taking in order that our business survives through this crisis, and that where possible we can continue to employ as many of our team over the longer term.

For these reasons, we are notifying you that from [###insert date] we are implementing a stand-down of almost all positions in the business. This decision has not been made lightly, and before considering it, we have looked hard at whether there are any other roles or functions that you might usefully be assigned to. Unfortunately, we have not been able to identify any such roles.

We will be regularly reviewing the period of the stand-down, and we will advise you when we can re-engage you.

We appreciate the economic repercussions that you will personally have to face as a result of this measure. We do however consider that this is the only available option that will allow us to remain operating in the future, and to avoid other, more permanent alternatives such as redundancies.

We will not be able to approve any leave requests during the stand down period. However, you will continue to accrue your normal leave entitlements during the stand down period.

We will be applying for the Government JobKeeper support and if available will be providing this to you. If this is not available you may be eligible to receive government support during the stand-down through Centrelink, and we are waiting to see if other wage support may be available.

Our aim is for this to be a temporary arrangement only, and we hope that in the coming weeks or months, business can resume as usual and that we will be able to have you return to your previous hours of work.

As the situation develops, we will continue to explore other steps we can take to address the impacts of coronavirus on our team while ensuring our business can survive through this crisis.

We would ask that you stay in contact with us through our normal email and phone details, as we will also do with you regarding any developments.

I would like to thank you for your support, and express my regret at the need to have considered these measures. With the co-operation of all our staff, I am confident that we will be able to get through these uncertain times.

If you have any questions about this letter, please contact me or speak to your direct manager.

Yours sincerely,

[#insert name]

[#insert position]