**<Insert Company Letter Head & Address>**

**<Insert Date>**

**<Insert Employee Name>**

**<Insert Emplyee Address>**

Dear **<Name>,**

**Re: Notification of stand down**

This letter is to confirm that due to the COVID-19 pandemic, <Company Name> has been forced to shut down effective from <date>. As a result of the shut down, **<Company Name>** find it necessary to stand you down from your role as **<insert role>.**  The stand down will be in place until further notice and we will review in 21 days on **<date>.**

This stand down period will be without pay, as per the Fair Work Act. You will remain employed and you will continue to accrue annual leave during this time. You are entitled to utilise your annual leave entitlements that have been accrued. Please note, we are not able to permit annual leave to go into a negative balance.

This is not a decision **<Company Name>** has taken lightly and we acknowledge that this impacts your personal circumstances in this difficult time. We will continue to monitor the situation and assess when it will be appropriate to resume your role.

Government financial support may be available. You can find information about what you may be entitled by visiting: www.servicesaustralia.gov.au

We thank you for your commitment and support to **<Company Name>**. If you have any questions or concerns, please talk to me.

<Insert Manager Name>

**<Insert Manager Title>**