[Employee’s name]

[Employee’s address]

[Business name]

[Business address]

**Notification of Stand Down**

Mr./Mrs./Ms. [Name], [Date]

As you aware, the ongoing COVID-19 pandemic has had a dramatic effect on all of the businesses in our region. Due to this situation, we regret to inform you that your employment will be stood down temporarily as your work cannot be done safely while the coronavirus is spreading.

This stand down is effective immediately, and we anticipate that it will last until [date]. As per the Fair Work Act, your stand down will be unpaid. However, if you wish to access some of your annual leave during this time, you are welcome to do so.

I want to emphasize that this stand down is temporary and that, while it is unfortunate, we look forward to your return when we are able to resume business.

Please sign and return this letter as soon as possible. A copy can be made for your records, if you wish.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Signature