[Employee’s name]

[Employee’s address]

[Business name]

[Business address]

**Notification of Stand Down**

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

As you may know, [situation/event] has limited our ability to do business and directly impacts your position as [position/title]. Due to this unfortunate situation, we regret to inform you that your employment will be stood down temporarily.

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 this unfortunate situation is beyond our control. However, we look forward to your return.

Please sign and return this letter as soon as possible in recognition of your acceptance of this stand down. A copy can be made for your records, if you wish.

Sincerely,

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

Employer Signature

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

Employee Signature