**[THIS TEMPLATE LETTER IS CURRENT AS AT 1 APRIL 2020]**

[INSERT DATE]

Dear Valued Employee

**RE: COVID-19 – STAND DOWN PERIOD**

We refer to our previous correspondence to all employees dated [INSERT DATE] regarding the impacts of COVID-19 on our business.

Further to that correspondence, we now confirm that you: [**SELECT APPROPRIATE OPTION TO GO HERE**]

* 1. [**OPTION 1**: and the business have had in-depth discussions around why we are unable to allow you to access your annual leave / long service leave entitlements at this point in time, however we will continue to assess the viability of this request and be in touch the moment this is an option]; or
  2. [**OPTION 2**: have elected not to use your annual leave / long service leave entitlements during this COVID-19 Pandemic period]; or
  3. [**OPTION 3**: do not have any annual leave / long service leave entitlements that you are able to utilise during this COVID-19 Pandemic period]; or
  4. [**OPTION 4**: have now exhausted your annual leave / long service leave entitlements that you have elected to use during this COVID-19 Pandemic period].

Given the detrimental effects of COVID-19 on our business and the [necessary reduction in our operational capacity] **OR** [effective ‘shut down’ of the business], unfortunately we regret to inform you that your employment will be stood down as at [insert date] until further notice from us to you.

We confirm that pursuant to Section 524(1)(c) of the *Fair Work Act 2009 (Cth)* (the **Act**), we are entitled to stand you down if you can no longer be usefully employed in the business due to a stoppage of work for any cause for which we cannot be reasonably held responsible.

Given the recent governmental directions resulting from the COVID-19 Pandemic that have directly affected our business, we can no longer usefully employee you in the role of [insert], giving rise to the necessary decision to stand you down as of [INSERT DATE] (**Effective Date**) until further notice (**Stand Down Period**).

From the Effective Date:

1. you will not be paid by us during the Stand Down Period; however
2. you can still choose to access any annual leave entitlements that you have and/or accrue during the Stand Down Period;
3. you will continue to accrue leave in the usual way during the Stand Down Period; and
4. you may be eligible to apply for Centrelink’s JobSeeker Payment or Youth Allowance which, once successfully applied for and obtained, means you will also be eligible for an additional Coronavirus Supplement equal to $550 per fortnight plus some additional ‘one off’ payments (depending on eligibility).

Rest assured, we will continue to keep in regular contact with you and once you can again be usefully employed within the business we will reach out and discuss available options.

[**INSERT IF**: you are happy for your employees to seek other employment while stood down, this is recommended. Note there are some benefits to this approach over redundancy, see our Generic Advice for some general commentary in that regard] In the meantime, given the uncertainty around when and if our employees will be able to return their roles within the business, we reiterate our encouragement for all employees to actively seek alternative employment as an active step to minimise their own personal loss and the impacts that may have on their families in this difficult time. We will continue to support you and work with you in any way possible.

If you have any questions or concerns, please do not hesitate to get in touch.

Yours faithfully

**[INSERT BUSINESS NAME]**

**[INSERT NAME]**

**[INSERT TITLE i.e. Director, Managing Director, Area Manager etc.]**