**[insert date]** 2020

Mr/Ms **[insert employee’s name]**

**[Insert employee’s home address]**

**[Insert employee’s home address]** VIC **[insert postcode]**

**BY HAND DELIVERY**

**OR**

**BY EMAIL**

Dear **[insert employee’s full name]**

**CONFIRMATION OF STANDING DOWN FROM EMPLOYMENT WITHOUT PAY**

We refer to the discussion that you and **[insert name and job title]** of

**[insert legal name]** T/A [insert trading name] (referred to in this letter as the “Company”) had today regarding the stoppage of work in our business.

We confirm the following:

* there is a stoppage of work in our business;
* **the Company standing you down because you cannot be usefully employed (which is not limited to the work you usually perform) in our business** effective on and from [**insert date]** 2020; and
* the cause of the stoppage of the work is is due to the change in the operational requirements of the Company that have been bought about by the impact of Coronavirus on the Retail Automotive market- place, a change in consumer sentiments, and the financial and productivity implication of complying fully with mandated consumer and occupational health and safety rules and codes of practices relating to Coronavirus.

In practical terms standing down means that:

* the Company does not require you to be at work
* the Company will not pay any wages to you for the duration of the stand down
* You will accrue leave entitlements during the stand down

The length of the standing down is **[insert]** weeks at present but it is subject to ongoing review which means it can be further extended should the Company’s operational requirements necessitates it.

Please keep in contact with us by email **[insert email]** or by phone **[insert number].**

If you have any questions, please talk to the undersigned at your earliest convenience.

Yours sincerely

**[Insert name]**

**[Insert job title]**