Thursday, 19 November 2020

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

sTRICTLY PRIVATE AND CONFIDENTIAL

Dear [NAME]

**Government mandated shut down – no further shifts**

Due to the Western Australian Government mandated shut down and the restrictions imposed on hospitality venues to control the spread of COVID-19 in Western Australia, [insert venue name] will temporarily cease operations and a stoppage of work will occur from [insert date].

As a result, there will be no shifts available for you as from [insert date].

Please note that you will be contacted to confirm the availability of further shifts for you when we are able to trade again. Please do not hesitate to contact me if you have any further questions.

Regards

[INSERT NAME]

[INSERT POSITION]