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].

In accordance with section 524 of the *Fair Work Act 2009* (**Act**) you will be stood down from your employment for the period of the stoppage.

It is expected, but is yet to be confirmed, that we will recommence operation on [insert date] and you will be required to return to work. Please note, that you will be contacted to confirm the end of the stand down period and our requirement that you return to work.

In line with section 524(3) of the Act, during the period of stand down the [insert venue name] will not be paying you any wages for the hours that you would have ordinarily been required to work, however you will continue to accrue annual leave and personal/carer’s leave entitlements during the period.

If you wish, you can apply to use any accrued annual leave or long service leave during the stand down period.

Please do not hesitate to contact me if you have any further questions.

Regards

[INSERT NAME]

[INSERT POSITION]