Enter Letter Date

Enter Employee Name

Enter Employee Address Line 1

Enter Employee Address Line 2

Dear Enter Employee Name,

## Stand down from employment

In relation to your employment with Enter Employer Name, we write to inform you that, due to circumstances outside Enter Employer Name’s control as set out below, Enter Employer Name finds it necessary to formally stand you down from your employment between Enter Commencement Date and Enter End Date (‘the Stand Down Period’).

The Stand Down Period is due to Enter Reason for Shut Down Period. Enter Employer Name cannot usefully use your services during the Stand Down Period.

During the Stand Down Period, you may choose to use your accrued leave entitlements, accumulated during your employment with Enter Employer Name, such as annual leave or long service leave. If you wish to elect to use this accrued leave during the Stand Down Period, you should do this by no later than Enter Date by contacting Enter Contact Person Name, Enter Contact Person Position. Enter Employer Name will consider all requests for leave in accordance with normal procedures.

If you do not elect to use your accrued leave entitlements during the Stand Down Period, or if you do not have sufficient accumulated leave, you will be required to be absent from work without pay.

Yours faithfully

Enter Employer Name

Enter Name of Signatory

Enter Title of Signatory