(Insert your Business name or letterhead)

(Date)

**Private and Confidential**

(Insert employee’s name)

(insert employee’s residential address)

Dear (Insert employee’s name)

I am writing to you about your employment with (Insert the company/partnership/ sole trader name and the trading name of the business).

On (insert the date of the meeting) we met to discuss the COVID-19 epidemic and the negative impact it is having and will continue to have on the business.

I hereby confirm that you are being stood down effective immediately.

The reason you are being stood down is because of the downturn in the business that has been due to the COVID-19 disease and pandemic.

I will be back in touch with you regarding your employment once we get through this COVID-19 crisis.

Yours sincerely

(Insert name)

(Insert position)

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS