Dear

Agreement to Take Leave

We refer to our discussion held .

As discussed the Employer is experiencing a downturn in business as a result of the coronavirus. Instead of making a permanent decision to consider your position for redundancy, you have agreed to:

 Take leave from to .

 Take a mixed period of leave from to in order to sustain your entitlements over this period of time.

 Take leave for days/weeks until

 Vary your hours as follows from to :

* Current Weekly Hours:
* New Weekly Hours:

Please sign the below acknowledgment section to confirm you agree to the contents outlined in this letter and return to me by .

If you have any questions about this matter, please do not hesitate to contact .

Yours sincerely

Acknowledgment

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print name) hereby agree to the contents outlined in this letter.

Full name:

Signed:

Dated: