Dear

**Temporary closure of business**

As you may be aware, the coronavirus is having an unprecedented impact on all Australians and Australian businesses alike. As such, we write to you concerning the impact that the Coronavirus is having on (**the Company**).

The has informed the Company that we must shut down from to .

The Company has explored all options to ensure that the business continues. However, due to the instruction by to shut down, there is no other type of employment we can offer you at this point in time.

The Company confirms that we have considered all options and advice given by and unfortunately, we now must rely upon section 524 of the Fair Work Act 2009 (**the Act**).

Under this section of the Act, an employer may stand down an employee, without pay, if there is a stoppage of work for any cause for which the employer cannot reasonably be held responsible. An order of closure by a Government body is outside of our control and therefore we must comply.

As such you will not be required for work effective . We will then review the situation on a monthly basis to determine best next steps.

The Company would like to offer you access to your annual leave entitlements during this period of stand down. If you have accrued long service leave with the Company, this too may be utilised.

During this period of stand down the Company will remain in contact with you and ensure that any changes are communicated to you including the time frame in which we expect to return to work. Please ensure that the Company has the most up to date contact details such as phone number, email address and residential address. These can be updated on .

We hope that you and your family stay safe during this time. If your personal situation changes due to the Coronavirus, please contact us as soon as possible.

If you have any questions or concerns in relation to this matter, please contact on .

Yours sincerely