Letter to confirm a period of lay-off or short-time working

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

**Re: Proposal to implement [lay-off/short-time working]**

Following our discussion on [insert date], the company is having to take action in response to a temporary downturn in work because [insert details].

Therefore, I am writing to confirm that you are being [delete as appropriate - laid off in accordance with the operation of your contract of employment, with effect from [insert date]/ being placed on short time working with effect from [insert date]. Your hours of work during this period of short time working will be [insert details]].

At this time, we are unable to confirm the exact duration of this change, however, we will endeavour to keep you up to date with developments.

[Select from the paragraphs below and delete as appropriate]

During your period of lay off, you are entitled to receive Statutory Guarantee Pay (SGP) and this will be in accordance with statutory provisions. SGP is payable for a maximum of one working week (subject to a maximum of 5 days) in any rolling period of 3 calendar months. If your normal rate of daily pay is less than the current daily rate of SGP, you will receive your normal daily rate of pay instead for the maximum time applicable.

As you may be entitled to benefits during this time, this letter can be used as evidence of your current situation which may be required by your local job centre.

[OR]

During your period of lay off, you are not entitled to receive any pay from us because you have not reached the length of service required to obtain Statutory Guarantee Pay from us. You should contact your local job centre to discuss any benefits you may be entitled to during this period.

We would like to assure you that you remain employed by the company and that you are required to continue to make yourself available for work should we contact you to advise you that work is available. We are doing everything we possibly can to resolve the situation and will keep you informed of developments and notify you as soon as you are required to return to work.

If you have any queries about the contents of this letter, please do not hesitate to contact me.

Yours sincerely,

[Insert name]

[Insert job title]