**Letter seeking agreement to a period of lay-off or short-time working, where no contractual right exists**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

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

I write following our discussion on [insert date] to confirm the Company is currently experiencing a temporary shortage in work, due to [insert reasons].

The Company proposes implementing a period of temporary [lay-off/short-time working]. This is intended to commence on [insert date] and we anticipate that it will last for [delete as appropriate – [insert time period]/[insert number] months]. We would however keep this under review.

This is a difficult time for the Company. We will keep the period of [delete as appropriate - lay-off/short-time working] under review and envisage this being a temporary measure that we hope will help in resolving the current problems. I am writing to seek your formal agreement to implement [delete as appropriate - lay-off/short-time working]. If you do not agree to this arrangement, the alternatives will include redundancy.

[Select from the paragraphs below and delete as appropriate]

During the period that the Company proposes as [delete as appropriate - lay-off/short-time working], you would be entitled to receive a ‘statutory guarantee payment’ for the first [insert number of days an employee works in a week (max 5)] workless days within a three month period. The daily rate of pay is £[insert current statutory rate or employee’s daily rate of pay if this is less than the statutory rate]. Subsequent workless days are unpaid.

[OR]

Statutory guarantee pay is not available to you because you have not been continuously employed by the Company for at least one month on the day before this proposed [delete as appropriate - lay-off/short-time working] period is due to start. Unfortunately you would not therefore be paid by the company on any workless days.

The Job Centre Plus can provide advice on benefits that may be available during the time period proposed.

If suitable alternative work becomes available during this time period the Company will contact you at short notice. You are, therefore, expected to remain available for work and be contactable by the Company. If your contact details change during this time, please notify the Company as soon as possible by informing [insert job title] of your updated details.

Please sign and return the enclosed form if you agree to the above. Please send your form to [insert job title] by [insert date].

If you have any problems or queries, please do not hesitate to contact me.

Yours sincerely

[Insert name]

[Insert job title]

Agreement by employee for [lay-off/short-term working]

I agree to the arrangements set out in the letter dated [insert date], in relation to the period of [delete as appropriate - lay-off/short-time working].

|  |  |
| --- | --- |
| **Employee name: (print)** |  |
| **Job title:** |  |
| **Department:** |  |
| **Signed:** |  |
| **Date:** |  |