# Stand down letter

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the document. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

The following templates can be used to notify employees of a stand down, as per the Fair Work Act. We also refer you to the Stand Down fact sheet for general information about stand down provisions. Please contact the Victorian Chamber Workplace Relations Advice line on 03 8662 5222 should you require any assistance in this regard.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**Insert on** **[BUSINESS NAME] Letterhead**

**[Insert Date]**

**[Insert First and Last Name of employee]**

**[Insert address of employee]**

Dear **[Insert Name]**,

**Re: Stand down from employment**

In relation to your employment with **[insert full business name (short business name)]**,we write to inform you that, due to circumstances outside **[insert short business name]**’s control as set out below, **[insert short business name]** finds it necessary to formally stand you down from your employment as of **[insert start date]** to **[insert end date if known or until further notice]**,(‘the Stand Down Period’).

The Stand Down Period is due to a stoppage of work as a result of **[insert details of stoppage (e.g. government regulation to close)]. [Insert short business name]** cannot usefully use your services during the Stand Down Period.

**[Insert additional details (advising of individual paid leave entitlements etc.)]**.

During the Stand Down Period, you may choose to use your accrued leave entitlements, accumulated during your employment with **[insert short business name]**, such as annual leave or long service leave. If you wish to elect to use this accrued leave during the Stand Down Period, you should do this by no later than **[insert date]** by contacting **[insert Contact Person Name, Contact Person Position]**. **[Insert short business name]** will consider all requests for leave in accordance with normal procedures.

If you do not elect to use your accrued leave entitlements during the Stand Down Period, or if you do not have sufficient accumulated leave, you will be required to be absent from work without pay. Please note, that your leave entitlements will continue to accrue on your ordinary working hours during the Stand Down Period if you are a permanent employee.

If you would like to discuss this letter please contact **[insert name and contact details]**.

Yours faithfully,

**[Insert Company Name]**

**[Add signatory of letter]**

**[Add position title of signatory]**