##### Date

##### Private and Confidential

##### Employee’s Name

##### Delivered by hand/e-mail (email address: xxxx)

##### Dear First Name,

##### Re: COVID-19 Short-time Working

##### Further to our conversation on (date) I am writing to confirm the Company’s decision to reduce your working hours by XX% due to a significant downturn in available work caused by COVID-19.

##### This means that, with effect from DATE you will be placed on a period of “short-time working” which means that your working hours will be reduced by XX%. It is your decision if you work 4 out of 5 days or 5 shorter days, however the Company will require you to be available across all 5 days as and when required.

##### To reflect this reduction in working hours your pay will also be reduced by XX% to reflect this. However, for the first 5 full days of short time working, you will be eligible to receive a guarantee payment (currently set at £29) for that day. Your pay will be itemised on your payslip.

##### At this early stage, it is anticipated that the period will run until 31st May 2020; however, we will be reviewing this on a monthly basis and we reserve the right to take you off short time working if the downturn in work picks up and we see an uplift in available work specific to your role.

##### During the short time working period, your employment will continue and, other than your full pay, you will continue to receive all other benefits as detailed in your contract of employment.

##### You should also be aware that we may take you off short time working at any stage and you need to ensure that you are available to return to your role at short notice.

##### Your Contract of Employment contains a lay off and short time working clause and therefore, your change of status falls within the terms of this agreement. Whilst we don’t require your consent to implement this, if you are concerned or have any questions, don’t hesitate to contact me.

##### Thank you for your continued support – we will keep you updated with information as it evolves through this unprecedented time.

##### I hope you and your family remain safe and well.

##### Your sincerely,

##### Name

##### Job Title