##### 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.

As I discussed, we believe that this current situation is likely to be temporary and we hope that by gaining your consent to short time working, that it will we will avoid the need to implement a redundancy programme. If we do not obtain sufficient employee consent to implement the short time working arrangement proposed, we may be left with no other alternative but to consider other ways of managing this situation. Therefore, we are seeking your cooperation during what we appreciate is an unsettling time.

##### 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.

##### Please sign below to indicate your agreement to the proposal.

##### 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

**Declaration:**

I do\*/do not\* agree to a short time working arrangement as detailed above.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* please delete as appropriate