Date

**Private & Confidential**

Name

Address

Address

Address

Postcode

Dear Name,

**Coronavirus and your employment with [Company Name]**

I refer to my telephone call with you on [date] explaining:

* how the coronavirus outbreak has impacted our business; and
* the temporary closure of your future place of work/temporary reduction in the need for your role/unprecedented downturn in business.

As you know, we were pleased to offer you employment with us in the role of [job title] and you accepted that offer. We agreed that your start date would be [date].

However, the current global health crisis means that we have [temporarily closed your future place of work/temporarily reduced the number of staff in your role/seen an unprecedented downturn in business].

**Unavoidable delay in your start date**

As I explained on the telephone/For this reason, we are seeking your agreement to delay your start date until at least [date], when we will review the situation.

Our employees are our most valuable asset and we are doing all that we reasonably can to ensure the long-term job security of all our workforce, including our new recruits, during the coronavirus outbreak. This is why we have taken the difficult decision to ask you to delay your start date.

The decision as to whether or not you accept our request to delay your start date is ultimately one for you. However, the alternative may be the withdrawal of the job offer.

**What you need to do now**

Please signify your agreement to the delay in your start date by signing, dating and returning a copy of this letter to [me/name of individual/the HR department] no later than [date].

If you are not in employment or are self-employed, we recommend that you visit <https://www.gov.uk/coronavirus> for further information on the Government's financial support during the coronavirus outbreak.

Please look out for further updates from us and do not hesitate to contact [me/name of individual/the HR department] if you have any queries or concerns.

Yours sincerely

**Name**

**Position**

I [Name] confirm that I am in full agreement with the delay of my start date as detailed above.

…………………………………………………….. ……………………………………

Name Date