Re. Notice of Temporary Layoff

[DATE]

Dear [ ]

It is with great regret that I write to confirm the Company has had to make the unfortunate decision to place you on temporary layoff. This has been caused by the global outbreak of Covid-19 [and the Governments’ request that business’ in our industry shut] or [and the consequential negative economic impact that has had].

The lay-off will take effect from [date]. It is currently anticipated it will last for approximately [number] weeks, however this is likely to change and very much depends on external factors associated with the Covid-19 pandemic.

We hope that this situation will be temporary and that our business can return to normal operations in the near future. [Optional: We will take every effort to avoid having to make permanent redundancies, but this may be an unfortunate reality depending on how the situation unfolds.] We will keep in contact with you over the coming weeks to keep you abreast of the situation as it unfolds.

During the period of your lay-off your service with the Company will continue but you will not receive your normal pay nor will you be required to work. As you have been placed on layoff due to the Covid-19 pandemic, you will be entitled to the Covid-19 Pandemic Unemployment Payment. You can apply for this payment through mywelfare.ie

The right for the Company to place you on temporary layoff is set out in your contract of employment.

OR

In order to place you on temporary layoff due to these exceptional circumstances, the Company is making a temporary amendment to your contract of employment to include the following: *While it is The Company’s intention to provide continuity of employment, there may be circumstances outside The Company’s control which may necessitate lay-off, short-time or reduced working hours. Should the need arise to lay you off or put you on short-time or reduced working hours, The Company will give you as much notice as is reasonable in the circumstances. You will only be paid for actual hours worked during such periods.*

I would like to take this opportunity to apologies for any difficulties that this now places you in. In these unprecedented times, I hope you and your loved ones remain safe and well.

Yours sincerely,

[NAME]