

## Template letter - Confirmation of stand down

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### Instructions

Apply to your company letterhead.

This letter confirms to an employee they have been stood down from their employment.

This letter needs to be customised by the user for their specific circumstances.

Relevant Contract of Employment and/or Enterprise Agreement and/or applicable Award terms may affect the use of this letter. Please review any such instruments before utilising and customising this template.

*Employees name*

*Address 1*

*Address 2*

*Address 3*

*Date*

Dear **[insert employee name]**,

### Confirmation of stand down

Further to our discussion on **[insert date]**, this letter confirms that given the current circumstances caused by **[insert relevant and adequate details]**, the business has no other option but to inform you that you will be stood down from your employment effective from **[insert date]**.

We anticipate that the stand down will last at least until **[insert date]**. Pursuant to section 524 of the *Fair Work Act*, your stand down will be unpaid, however you will continue to accrue leave during this period.

**Optional** - *If you wish to access some of your annual leave during this time, you are welcome to apply. However, you will be on annual leave during such periods, and not on stand down at that time.*

**[Consider other information you may wish to interleave]**

During this time the company will be in regular communication with you. We want to emphasise that this stand down is temporary and that, while it is unfortunate, we look forward to returning to normal operations as soon as possible. Should you have any queries, please contact the undersigned.

Yours faithfully,

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**[Managers name and signature]**