

[Print on Employer's Letterhead] Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Working

Further to our discussion on <<Insert Date>> we give notice that, because of the Company's financial situation, we reduce your hours of work and place you on short-time working. The Company has decided to do this because **Please select:**

[your employment contract makes provision for short-time working] **OR**

[a collective agreement has been entered into with the trade union (also referred to as the Company's representative body)]

[a national agreement has been made with the trade union (also referred to as the Company's representative body) which has been incorporated into your contract of employment)] **OR**

[there is clear evidence that the short-time working has been established over a long period through custom and practice]

[we have reached a mutual agreement with you to amend your contract of employment to allow you to be placed on short-time working]

The short-time working will start on <<Insert Date>> and will continue indefinitely** / until <<Insert Date>>.

We regret that we have been forced to make these changes. However, we are working hard to make positive changes in the Company's financial situation.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>

**please note that when short-time working continues for an indefinite period, the employee will be entitled to make a claim for redundancy after either four consecutive weeks or six weeks or more within a period of 12 weeks.
(FOR REFERENCE ONLY - PLEASE DO NOT INCLUDE IN THE ISSUING LETTER)