

[Print on Employer's

Company Name and Address]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Re: << >> the Working

Following the short-time working <<Date>>, I am writing to inform you that the level of demand for << >> in the Company has improved.

Therefore, your short-time working << >> on <<Insert Date>> and you will be able to resume your normal << >> after.

Please do not hesitate to contact << >> questions.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company>>

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