Notice of Short-Time Working

NAME ADDRESS

xx October 2020 Dear NAME,

Regrettably, the Government has once again announced that designated businesses are to close from DATE until DATE, in response to the spread of COVID-19. This means that Company X must reduce its operations with effect from xx.xx.xx

In light of this, unfortunately, we have no option but to put you on notice that you will be placed on a period of temporary short-time working with effect from xx/xx/xx.

We hope that this will be for a short duration only and we will ensure to keep you informed of any developments during this time.

If you need any documentation from the company to support you in your application for benefits please let me know so that I can provide this.

During periods of short-time working, it is possible that you may be entitled to the Short-Time Work Support payment, details of which are available on mywelfare.ie

Should you wish to avail of annual leave or time in lieu, please let your Manager know by close of business on xx. xx. xx. Your period of short-time working will commence immediately thereafter.

If you have any queries in the meantime, please do not hesitate to contact XXX. Yours Sincerely,

Name Title