

Notice of Lay-Off/Short Time Working

Employee Name
Address

Date

Dear _____,

As a result of the COVID-19 virus, the government have announced measures including restrictions on indoor mass gatherings of 100 or more or 500 or more. Schools, colleges, other public facilities and creches are set to close in the Republic of Ireland in response to the spread of coronavirus from 6pm today 12th March 2020 until 29th March 2020.

In view of this, regrettably the Company will be required to **close/reduce** its operations as of **xx.xx.xx**, pending an otherwise instruction from the Government.

We will continue to monitor and review updates on the situation on a day to day basis and we will ensure to keep you informed of developments.

This letter is to place you on notice that **short time working or lay-offs** will be introduced as of **xx.xx.xx**.

We will endeavour to make sure that this measure is kept to the shortest possible period and done in a way that is most beneficial to all parties.

During this time the following options are available to you;

- Annual Leave- You may avail of accrued annual leave during periods of lay-off/short time working.
- You may avail of any time in lieu which you have accrued.
- You may be required to work from home, where possible, or from an alternative place of work, if available. Your manager will advise you of any such requirement.
- During period of lay-off/short time working, it is possible that you may be entitled to Jobseekers Benefit. (https://www.citizensinformation.ie/en/social_welfare/social_welfare_payments/unemployed_people/jobseekers_allowance.html)

Should you have any queries with regard to this matter please feel free to approach me.

Yours sincerely

Writer's Name
Position
Company Name