Highlighted text is to be completed with relevant information.

**Green** text are optional clauses. Convert to match black font or delete clause if not applicable.

**Red** text are guidance notes and need to be deleted along with this text box.

Date

Employee name

Address line 1

Address line 2

STATE Postcode

**BY HAND/ EMAIL: email address if applicable**

Dear Employee Name,

**No hours available due to Government direction for business closure**

We are writing to confirm that due to the recent directive from the State Government to close non-essential venues as a way to minimise the impact of the Covid-19 Pandemic, Company Name has ceased operating the part of the business which you ordinarily work in from Insert Effective Date.  
  
This is a directive of which we unfortunately have no control over. At this point, there is no other useful work that you can be engaged to perform.  
  
Due to the exceptional and everchanging circumstances that COVID-19 brings, sadly we are unable to confirm when we will commence normal operations again. As such, Company Name is currently not able to offer any rostered hours to casual staff. We will be in continued communication throughout this time if there are any further business changes.

Thank you for your understanding. Please contact me if you have any questions.

Yours sincerely,

Signatory Name

Signatory Title

**Employer Name**