[date]

[Employee name and address]

Dear [employee name]

**Re: Temporary reduction in your hours of work**

This letter confirms our discussion on [date discussion took place], where it was agreed that you would work reduced hours during the COVID-19 crisis.

The following conditions were agreed to:

* From [date], your hours of work will be reduced from [insert] to [insert] per week;
* The reduction will apply until [insert date if known], or a longer period as required;
* The arrangement will be reviewed after [insert number] weeks, or earlier if circumstances of either party change;
* You will be able to access your [annual leave] entitlements to top up your earnings during this period;

The accrual of annual and personal / carer’s leave entitlements will be unaffected by the reduction in hours.

Where the business is required to stand you down from employment at any time in future, you will be given the opportunity to access your annual leave entitlements during this period.

Kindest Regards

[authorised representative of company]

[positon/title/]