[Your Business Name]  
[Address]  
[Town]   
[Postcode]

[Date]

Dear [EMPLOYEE NAME**]**

**Short-time working**

I regret to inform you that due to the COVID-19 pandemic, we have reluctantly reached the conclusion that we cannot continue to employ you on a full time basis at present. We do not wish to make you redundant and, as you are aware, there remains work to be done. We write, therefore, to put you on short-time working, in accordance with clause [XX] of your contract of employment dated [DATE].

This is no reflection on you or your work, and I am sure that you will understand that we have taken this decision reluctantly, and with the hope that it will be for as short a period as possible.

With effect from [INSERT DATE], therefore, and until further notice, your contractual hours will be varied to:

[TIME] to [TIME] on [DAYS]

Your salary will be reduced by [PERCENTAGE]% to reflect the reduction in hours that you will be doing.

We hope and trust, however, that you will recognise our need to take this step, in light of the wider crisis, and we thank you for your assistance at this difficult time. We hope that these varied hours and salary can be increased, either to your normal hours, or to some other amount, before too long, and will continue to discuss them with you, as matters develop.

If you have any further questions or comments, please get in contact with [CONTACT NAME]

Your sincerely,

[YOUR NAME]

[JOB TITLE]