

**Insert on Company Letterhead**

Insert Date

Insert Employee Name

Insert Employee Address

Dear XXX,

Stand down from employment

In relation to your employment with Insert Company Name, we write to inform you that, due to [REDACTED] Insert Company Name's [REDACTED] [REDACTED] below, Insert Company Name finds it [REDACTED] stand you down from your employment between Insert Date and Insert Date ('the [REDACTED]').

The Stand Down Period is due to [REDACTED] use [REDACTED] during the Stand Down Period.

During the Stand Down Period, you may choose to use [REDACTED], [REDACTED] Insert Company Name, such as [REDACTED]. If wish to elect to [REDACTED] the Stand Down Period, you should do this by no later than Insert Date by contacting Insert Name, Insert Position. Insert Company Name will consider [REDACTED] normal procedures.

If you do not elect to [REDACTED] during the Stand Down Period, or if you do not [REDACTED] you will be required to be absent from [REDACTED]

Yours faithfully

**Insert Company Name**

**Insert Signatory**

**Insert Position**

***\* This is only a preview of the document, you will need to purchase the document to see all the content.***

***\*Please Note: As a FIAA Member you can download all the policies on our website for free or have them customised specifically for your business at no additional charge.***

***FIAA Members can also request policies and resources which are not on our website through our HR Department. This is just one of the many services that are included with our annual membership subscription.***