

Insert On Insert Business Name Letterhead

Insert Date

Insert Employees Name

Insert Employees Address

Dear **Insert Employees Name,**

Proposed notice of shut down

Insert Business Name gives notice of a shut down of business from **Insert Date** and **Insert Date** ('the **Shut Down Period**').

During the Shut Down Period, [REDACTED] as [REDACTED] during the Period.

During the Shut Down Period, you will not be required to attend work to [REDACTED] as the section [REDACTED]

The Shut Down Period has been implemented [REDACTED]

You are required to take annual leave from any [REDACTED]. If you do not have [REDACTED] shut down period, you may [REDACTED] form below [REDACTED]

If you have any queries, you should contact [REDACTED]

Yours faithfully

Insert Business Name

Insert Signatory

Insert Position

To: **Insert Business Name**

Attention: Payroll Department

1. PART 1 - AUTHORISATION FOR ANNUAL LEAVE

I, [REDACTED] shutdown to occur during the period of **Insert Date** to **Insert Date** (inclusive) (*the Shutdown*).

I understand that I may:

- 1.1 [REDACTED] or
 - 1.2 [REDACTED] (if I am so entitled); or
 - 1.3 [REDACTED] (up to a maximum of **Insert Maximum Days**).
- If I take this option, [REDACTED] Part 2 of this form.

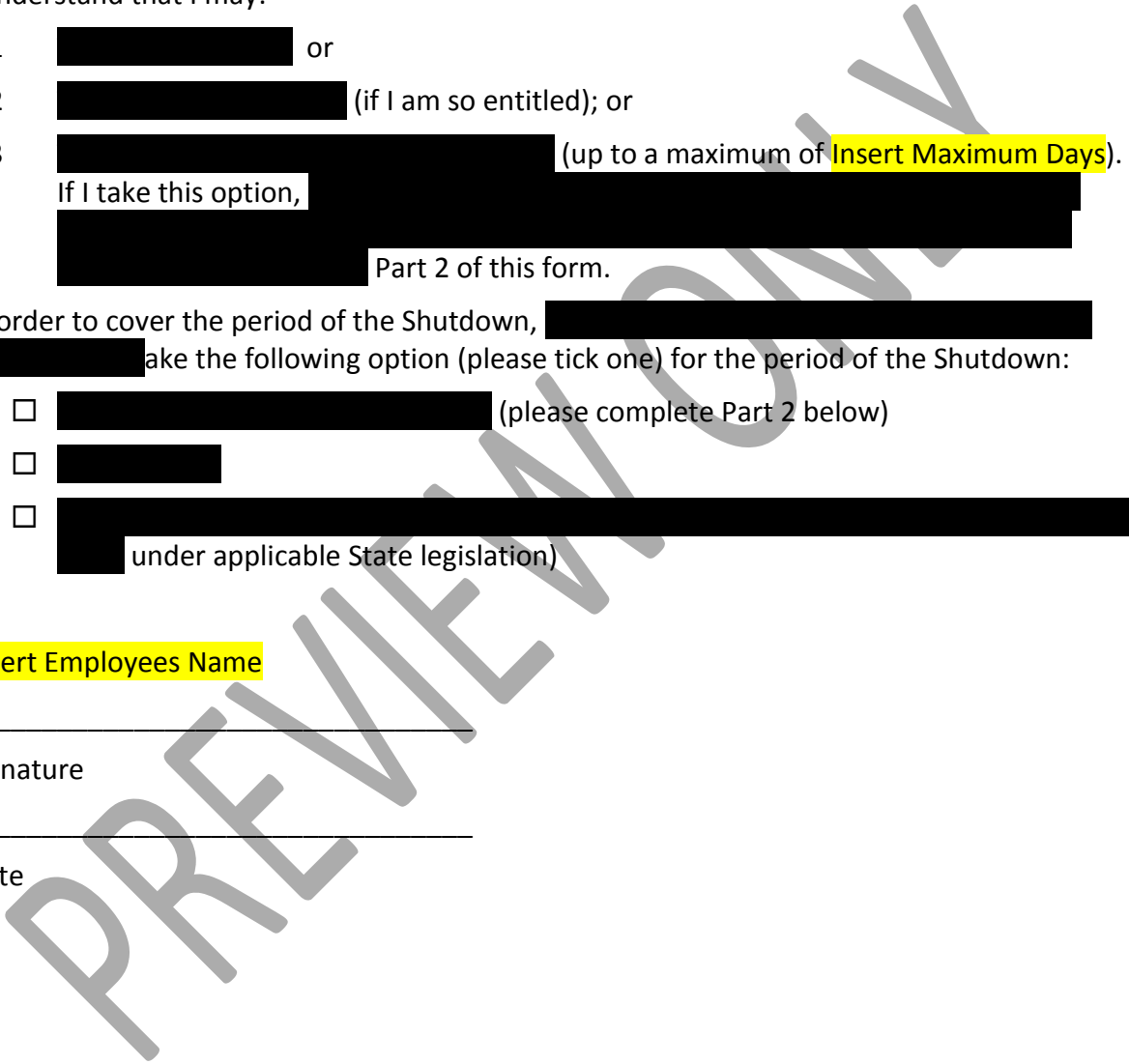
In order to cover the period of the Shutdown, [REDACTED] make the following option (please tick one) for the period of the Shutdown:

- [REDACTED] (please complete Part 2 below)
- [REDACTED]
- [REDACTED] under applicable State legislation)

Insert Employees Name

Signature

Date



2. PART 2 - AUTHORISATION FOR DEDUCTION WHERE ANNUAL LEAVE IS TAKEN IN ADVANCE

I, **Insert Employees Name:**

2.1 acknowledge that [REDACTED] during the Shutdown;

2.2 agree that [REDACTED] (the Amount Owing);

2.3 authorise **Insert Business Name** [REDACTED] either:

a) [REDACTED];

b) [REDACTED];

c) [REDACTED]

taken by **Insert Business Name**).

Insert Employees Name

Signature

Date

PREVIEW ONLY