**Letter to further update Employees – COVID-19 – CBD emergency**

**13 November 2020**

[PLEASE NOTE. Restaurant Association members are strongly advised to seek guidance from the employment team on 0800 737 827 if you have any questions. *The Restaurant Association has taken all reasonable care to ensure that the information materials contained on our website and member resources are true and correct at the time of publication. The information provided is general information only and is not intended to constitute legal advice. Therefore, the Restaurant Association accepts no responsibility for any loss, errors or omissions which may arise pertaining to such reliance.*]

This resource can be used where you have already had initial communication with employees. **If this is your first written communication with employees regarding a temporary close down of the business, please contact the Restaurant Association for further guidance due to the strict requirements regarding employee payment consultation.**

This letter is to be used in conjunction with the Restaurant Association updated Guide to **Employer Obligations with Payments.**

***Use of this letter template will depend on what actions, feedback and communications have occurred to date with your employees.***

**Covid -19 – Further update regarding payment options**

[letterhead]

[Company name] t/a [trading name]

[Company address]

[date] [month] 2020

[Employee’s full name]

By email: [employee’s address]

Dear [employee’s first name]

**Covid-19 – further update** – **CBD emergency**

This is a further update on our confirmed temporary close down of business, due to Covid-19 and the Government Ministry of Health directives to date.

We are continuing to make all best efforts to ensure our business viability moving forward. At the moment, however, we are still in a serious financial situation.

Accordingly, our ability to re-open the business premises will depend on the Government directives over the coming weeks including, but not limited to, any extensions to the lockdown period and amendments to the requirements for the various alert levels.  We will continue to keep in touch with you over the next few weeks via email with notifications and updates.  Your feedback and input are also highly valued by the business for its ongoing viability moving forward.

In terms of an update, as part of the business’s endeavours to date to retain business viability, we have been making best efforts to pay you your normal wage or salary or normal income. However we are now having to look at all options moving forward.

The actions and decisions the business have to make in response to the current CBD emergency, are being made under significant pressures. We therefore would now like to take this opportunity to address any concerns that you may have. Should this be the case, please feel free to email us at [email address] by no later than [INSERT DAY], [INSERT DATE], [INSERT TIME].

We understand this may be a stressful time for you, as it is for us.  Please let us know if we can assist you in any way.

Yours sincerely

[name]

[position]

[company name]