[**insert company letter**]

[insert employee name]

[insert employee address]

[insert date]

Dear [insert employee name],

**Employment Separation of Certificate**

Further to our letter dated [**insert date of letter in which the employees were notified of stand down or agreed reduced hours of work**], we acknowledge that you may need to apply to Centrelink for assistance.

In some circumstances, Centrelink may ask you to present an Employment Separation Certificate as part of your application. To avoid any delay in the processing of any application you may make to Centrelink we attach a completed Employment Separation Certificate.

To be clear, the issuing of the attached Employment Separation Certificate, does not mean that your employment has been terminated.  As communicated to you on [**insert date**], you have been stood down. You will note that at question 4, the reason for separation is stated as ‘other’ and provided he reason as [delete the following as necessary][‘*stood down under section 524 of Fair Work Act 2009 due to COVID-19’*] [*stood down under clause 16.14 of the Performers Collective Agreement due to COVID-19]*[*‘reduced hours of work due to COVID-19’*]*.*

We appreciate that this is a difficult time, and we have provided this Employment Separation Certificate to assist you, do whatever is necessary to fulfill our obligations to you, and support you should you seek assistance from Centrelink.

Yours faithfully,

[**insert name**]