

Copy onto Company Letterhead

24 March 2020

To whom it may concern

SUBJECT: REDUCED WORKING TIME/TEMPORARY LAY OFF DUE TO CORONA VIRUS

Dear Reader,

Please be informed that our company needs to lay employees off on a temporary basis and/or reduce working hours as a result from the effects of the Corona Virus Pandemic.

During the time that the abovementioned employee is affected we will not be in a position to remunerate him/her.

Please assist with Government proclaimed UIF procedures as laid down by the President.