**APPENDIX 2**

**TEMPLATE LETTER WHERE PANDEMIC UNEMPLOYMENT PAYMENT APPLIES**

(COMPANY LETTERHEAD)

(NAME)

(ADDRESS)

Delivered by (HAND / EMAIL / POST)

(DATE)

RE: Notice of Temporary Layoff - Pandemic Unemployment Payment

Dear (NAME),

Following the latest Government announcement on 6th January 2021 construction sites must now close from 6pm on Friday, 8th January 2021 due to the Covid-19 pandemic. We are, therefore, unable to continue working until the current restrictions are eased. In these difficult times, we have no option but to place you on temporary layoff. Therefore, I am writing to confirm that you will be placed on temporary layoff effective from (DATE).

During this period of temporary layoff, you are entitled to claim the Pandemic Unemployment Payment (PUP). The quickest and easiest way to apply for the PUP is through mywelfare.ie or applications can be made by post to **Freepost, PO Box 12896, Dublin 1.** To request a form and apply by post please email [forms@welfare.ie](mailto:forms@welfare.ie).

If you were in receipt of any social welfare payment such as a Carer's Payment, [Working Family Payment](https://www.gov.ie/en/service/08bb21-working-family-payment/) or [One-Parent Family Payment while working,](https://www.gov.ie/en/service/d0b018-one-parent-family-payment/) you can also claim the PUP in addition to retaining your existing welfare payment.

You may be entitled to a higher payment, for example if you have child and/or adult dependants. In such circumstances, you may be entitled to the standard jobseeker’s benefit. You can claim directly online at [mywelfare.ie](http://www.mywelfare.ie).

You will be given as much notice as possible of a recall to work from this period of temporary layoff.

If you have any questions on the above, please contact me at (EMAIL / PHONE NUMBER).

Yours sincerely

(NAME)

(POSITION)