**Private and Confidential**

INSERT NAME

INSERT ADDRESS

24 March 2020

Dear INSERT NAME

**Furlough**

We can confirm that due to the current level of work available as a result of COVID-19, as discussed in our meeting on DATE, we propose to place you on “Furlough” as a result of the decision to scale back on our operations **OR** close for a temporary period of time. \****delete as appropriate.***

The furlough will begin on DATE and we are hopeful this period will be as short as possible, subject to government guidance, but could last up to 31 May 2020. We reserve the right to extend this date based on the requirements of our business needs and government advice.

The government have not yet provided the details of furlough under the COVID-19 Job Retention Scheme but at this time it is anticipated that during this period, you will receive 80% of your normal salary (up to £2,500 per month). You are not required to attend work during the period of furlough. The following will also apply:

1. You will retain your continuous service with the company.

2.. You may be eligible for unemployment benefits during this time. We recommend you contact the Local Job Centre for further information.

3. If you wish to use annual leave during this period of time, you may do so by following the normal process for annual leave requests.

4. You should be available to commence work when requested to do so, unless you have a period of annual leave approved.

It is important to us that your transition into furlough and back to work goes as smoothly as possible. Therefore, if you have any questions or concerns regarding these transitions, please contact us.

I can also confirm that should you wish to obtain alternative work with another Company during the period of furlough you can do so, but you should make us aware of this in writing. In this event, please ensure you do not share anything relating to your employment with us, that is of a confidential nature.

We thank you for your understanding during this very difficult time, and greatly appreciate all of your contributions to the Company. Our number one priority is your welfare and we hope you and your family remain healthy during these unprecedented times. I would be grateful if you could return the enclosed consent form to us by DATE.

Yours sincerely

**Name**

**Job Title**

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I confirm I am being placed on Furlough from DATE.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_