Date

**Private and Confidential**

Employee’s Name

Delivered by hand/e-mail (email address: xxxx)

Dear First Name,

Re: Agreement to Undertaking Additional Work during a Furlough Period

As you are aware, the Company placed you on a period of “furlough” on xx/xx/xx for an initial duration of XX weeks or until xx/xx/xx.

We have recently received a written request from you seeking permission to enable you to undertake other employment with another employer during this period.

The Company has considered your request and fully appreciates that these are unprecedented times resulting in some individuals seeking secondary employment elsewhere.

Whilst the regulations have stated that being placed on a period of “furlough” means that you are placed on absence from work and are not required to carry out any form of work, we believe that this is in relation to the employer who has placed you on Furlough and who is claiming back the reimbursement from Government via the Job Retention Scheme. If our understanding changes we will inform you.

Based on our understanding, I am pleased to confirm that the Company does not have any objections to you accepting temporary secondary employment whilst you are on a period of Furlough from ourselves.

I must however stress that your primary employment remains with us and you are still engaged and bound by the terms and conditions of your contract of employment. As such, this consent is conditional on the fact that should the restrictions ease or work become available, that we reserve the right to take you off furlough at short notice. With this in mind you must ensure that any secondary temporary employment which you accept enables you to fulfil your contract of employment with us at short notice.

We would also like to make it clear that this permission is granted only for the duration of Furlough and not beyond.

If you have any questions regarding the contents of this letter, then please do not hesitate to contact me.

Yours Sincerely,

**Name**

**Position**