Date

**Private and Confidential**

Employee’s Name

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

Dear First Name,

**Re: COVID-19 Extending your Furlough Period**

As you know, it was necessary to furlough you under the Government's Coronavirus Job Retention Scheme from [date]. This involved you ceasing to carry out any work for us [while continuing to pay you your normal pay/and reducing your pay to 80% of your normal pay] during your furlough.

Thank you for your understanding during this difficult time - the decision to place you as a furloughed worker in line with the layoff clause contained in your contract of employment [on reduced pay] allowed us to retain you as an employee and [avoid/reduce] the need for redundancies at this critical time for our organisation.

**Your continued period of furlough**

It is necessary for us to keep you on furlough because of the ongoing [closure of your place of work/reduction in the need for your role/downturn in business].

We would like to remind you that, while on furlough, it is important that you do not do any work for us. However, we may ask you to undertake training on [details of training that may be required, plus any additional payment that the training would attract].

We would like to remind you of clause [number] in your contract of employment requiring you to obtain our written consent before working for any other organisation.

However, you remain employed throughout your period of furlough and your continuity of employment is not affected. Your annual leave continues to accrue in the normal way.

**Communication during your continued period of furlough**

We will continue to keep in touch with you to update you on developments, including the expected length of your period of furlough.

We also encourage you to keep in touch with your colleagues via [details of any methods of informal communication, such as use of Microsoft Teams or social media groups], so that we can continue to support each other at this difficult time.

**What happens next**

We are keeping the situation under constant review and will return you to normal working as soon as we are able to do so - giving you at least [number] days' notice of your return.

Your pay will, of course, return to normal as soon as your period of furlough is at an end.

I would like to thank you for your continued support during this difficult time, and assure you that we will do all we can to return to normal working as soon as possible.

If you have any queries or concerns, please do not hesitate to contact [me/name of individual].

Yours sincerely,

**Name**

**Position**