Date

Name

Address

Address

Address

Dear Name,

**Re-Hire following Redundancy: Coronavirus Job Retention Scheme**

I am writing further to the Company’s decision to serve you with notice of redundancy as detailed in our letter dated xx/xx/xx.

Since then, the government introduced the “Coronavirus Job Retention Scheme” which allows employers to re-hire individuals who have been made redundant after the 28th February 2020 and place them on Furlough instead.

This means that the redundancy situation is removed, and your original date of continuous service and terms and conditions of employment are intact. You would technically return to work but would be placed on furlough, which is essentially paid lay-off which maintains your basic earnings at 80% up to a maximum of £2500 per month paid as normal through payroll.

The Job Retention Scheme lasts until the end of May 2020 but may be extended.

You would have to repay the Company any outstanding monies that you received as a result of you being served notice, including the redundancy pay you received.

**Furlough**

The Coronavirus Job Retention Scheme enables us to "furlough" staff where we cannot provide them with any work. We can continue to pay furloughed staff through funding from the Government's Coronavirus Job Retention Scheme.

See [www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme](https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme) for further details of the scheme.

This means that, with effect from (date of the initial redundancy) it is our proposal that you will be placed on a period of “furlough” which means that you would be placed on absence from work and would not be required to carry out any form of work.

At this early stage, it is anticipated that the period would run until 31st May 2020; however we would reserve the right to take you off furlough if the business picks up and we see an uplift in available work specific to your role.

We believe that this current situation is likely to be temporary and therefore, we are seeking your cooperation during what we appreciate is an unsettling time to agree to be re-hired and be placed as a “Furlough Worker”

Whilst you are on a period of Furlough, you will be paid 80% of your normal pay, up to a maximum of £2500 per month. You will be paid in the normal way, via payroll, and the Company will claim back this from the government in the next few weeks. If this changes, we will let you know.

**Financial Impact**

Should you agree to the re-hire and your status being changed to a Furlough Worker, then the financial impact on you is as detailed below:

On [Date] you received payments of £xxxxx (redundancy payment) and £xxxx (Payment in Lieu of Notice) this was in respect of [detail how the redundancy and notice was made up].

As the re-hire provides a continuity of service, we have calculated what payments you would have been entitled to under the Coronavirus Job Retention scheme from [Date] in line with the above detailed payments. This figure amounts to £xxxxxxx.

If you decide that you wish to take up the company’s offer of re-hire as detailed above, then you must agree for the company to made deductions in respect of the differential of payments between the redundancy & notice payment that you have already received against the salary you would have been paid as a Furlough worker.

I can confirm the amount that will need to be deducted is £XXXXXXXXX. This deduction will be made as per the schedule detailed below:

[Detail the re-payment schedule]

**What you need to do now**

I would appreciate if you could indicate below If you do or not wish to be re-hired with company in your previous job role. Please select one of options below, sign and return a copy of this letter to [me/name of individual] no later than [date].

If you have any questions, then please don’t hesitate to contact me.

Yours Sincerely

**Name, Position**

-------------------------------------------------------------------------------------------------------------------------

I do wish to be re-hired by the Company and agree to the deductions in relation to the redundancy and notice payment which must be repaid to the company.

I do **not** wish to be re-hired with the company and understand that my redundancy remains unchanged and my employment with the company terminated on [Date].

…………………………………………… …………………………………….

**Signature Date**

……………………………………………

**Print Name**