##### Date

##### Private and Confidential

##### Employee’s Name

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

##### Dear First Name,

##### Re: Furlough Request

I refer to [our conversation on [date] during/your email on [date] in] which you requested to be "furloughed" under the Government's Coronavirus Job Retention Scheme.

The COVID-19 outbreak has resulted in challenges for our organisation, including [insert business situation currently being faced]. However, we are adapting to meet these challenges and are able to continue our operations and [remain open as an essential service/our staff are expected to continue to work, albeit from home].

We are unable to accept your request to be designated as a "furloughed worker" because there remains work for you to do and you do not appear to fall within the other categories which the government accept as furlough situations including (but not limited to);

* You are shielding
* You are caring for a dependant who is severely affected by COVID-19

We are keeping the situation under review and will update you as the coronavirus crisis unfolds in the coming months.

You will be notified if the situation changes and it becomes necessary to place you on furlough.

We would like to thank you for your continued support during this difficult time. Please do not hesitate to contact If you have any queries or concerns on [email/phone number].

Yours sincerely,

##### Name

##### Job Title