##### Date

##### Private and Confidential

##### Employee’s Name

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

##### Dear First Name,

##### Re: COVID-19 Furlough Period

##### Further to our conversation on (date) I am writing to confirm the Company’s decision to access the governments Job Retention Scheme during the Coronavirus Pandemic due to a significant downturn in available work/temporary company closure.

##### This means that, with effect from (date) you will be placed on a period of “furlough” which means that you are placed on absence from work and are not required to carry out any form of work.

##### At this early stage, it is anticipated that the period will run until 31st May 2020; however we 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.

##### As I discussed, we believe that this current situation is likely to be temporary and we hope that by putting in place this arrangement, we will avoid the need to implement redundancies in the long term.

##### 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. We understand that you will be paid in the normal way, via payroll, and that the Company will claim back this from the government in the next few weeks. If this changes, we will let you know.

##### The Company may decide to top up the 80% payment however this will be done on a discretionary basis dependent upon the evolving business situation.

##### During the furlough period, your employment will continue and, other than your full pay, you will continue to receive all other benefits as detailed in your contract of employment.

##### You should also be aware that we may take you off Furloughed Worker status at any stage and need to ensure that you are available to return to you role at such short notice.

##### Your Contract of Employment contains a lay off clause and so, your change of status to Furloughed Worker, falls within the terms of this agreement. Whilst we don’t require your consent to implement this, if you are concerned or have any questions, don’t hesitate to contact me.

##### Thank you for your continued support – we will keep you updated with information as it evolves through this unprecedented time.

##### I hope you and your family remain safe and well.

##### Your sincerely,

##### Name

##### Job Title