##### 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) 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.

As I discussed, we believe that this current situation is likely to be temporary and we hope that by gaining your consent to you becoming a Furloughed Worker, that it will we will avoid the need to implement a redundancy programme. If we do not obtain sufficient employee consent to implement the furlough arrangement proposed, we may be left with no other alternative but to consider other ways of managing this situation. Therefore, we are seeking your cooperation during what we appreciate is an unsettling time.

##### 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 your role at such short notice.

##### Please sign below to indicate your agreement to the proposal.

##### 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

**Declaration:**

I do\*/do not\* agree to becoming a Furloughed Worker as detailed above.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* please delete as appropriate