[Your Business Name]  
[Address]  
[Town]   
[Postcode]

[Date]

Dear [EMPLOYEE NAME**]**

**Furlough**

I regret to inform you that due to the COVID-19 pandemic, it has become necessary for the company to temporarily reduce its workforce. This is no reflection on you or your work, and I am sure that you will understand that we have taken this decision reluctantly, and in the hope that it will be for as short a period as possible.

As you may be aware, the Government has set up a new Coronavirus Job Retention Scheme to help protect employees where, instead of being made redundant, the Company places you on a designated form of leave called furlough leave. For this to take effect, your consent will be necessary.

Should you accept this option, the Government will provide sufficient funds to enable you to be paid 80% of your pay up to a cap of £2,500 per month. [We will top up the remaining 20% ourselves, provided this period of furlough does not exceed [XX] weeks. After that initial period, we regret that we will not be able to pay this extra to you.]

During this period of furlough, you will remain an employee and be recalled as and when required.

The Company’s intention at this stage with effect from [INSERT DATE] is to implement furlough leave for you as we consider that it is clearly the most beneficial to you, retains all your employment rights with us, and will allow you to return to work in due course, with your employment rights and benefits intact.

During the period of furlough leave, you will remain an employee of the Company, and it does not affect your continuous service with the Company, and you will continue to accrue holiday entitlement and other employment benefits during this period.

If suitable work becomes available whilst you are on furlough leave, we may contact you at short notice. You are, therefore, expected to remain available for work and be contactable by the Company.

If your contact details change during this time, please notify the Company as soon as possible by informing [INSERT NAME, JOB TITLE] of your updated details.

Please sign below to confirm your agreement to be placed on furlough leave with effect from [DATE] I would request that you return a signed copy of this letter as soon as possible by scan or photo emailed to [EMAIL ADDRESS].

If you are currently working from home, a text reply would also suffice to [INSERT NAME]

If you have any further questions about your rights and layoff benefits, please get in contact with [CONTACT NAME]

Your sincerely,

[YOUR NAME]

[JOB TITLE]

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I agree to be placed on furlough leave with effect from [DATE].

Signed .....................................

by [WORKER'S NAME]

Date .....................................