{Print on Company headed paper}

{Date}

Strictly Private and Confidential

{Name}

{Address}

Sent by email recorded/normal delivery or By Hand

[DATE]

***AMEND AS REQUIRED***

Dear [NAME],

I write further to our [conversation/meeting] on [Date] when we discussed that the Company was currently significantly affected by the Covid-19 Pandemic resulting in a loss of sales/ us having to close/. I explained that as a result we needed to take some steps to reduce overhead cost which include looking at staffing levels.

We have identified your position as one that might be at risk of redundancy or being temporarily laid off. In order to avoid this, we intend to access the Coronavirus Job Retention Scheme which would involve you being classified as a ‘furloughed’ worker.

To do this we will require your consent to vary the terms of your contract of employment to allow you to be classed as a furlough worker.

The period of furlough leave shall take effect on [DATE] and is initially expected to last until end May 2020 but we will keep this under regular review and will keep you updated.

The furlough leave period shall end on the earliest of the following events:- (a) the government’s Coronavirus Job Retention Scheme ending (b) either you or us ceasing to be eligible for funding under that scheme; or, (c) us deciding to cancel the furlough leave period and bring you back to work.

If you agree to be designated as a furloughed worker you will receive [80%] OR [80% subject to a maximum liability for us of £2,500 per month, including employer’s national insurance contributions and employer’s pension contributions] OR [100%] of your salary during the period of furlough leave.

During the furlough leave period you will continue to be employed by us. You must not undertake any work for the Company or anyone else during this time. If you do, you must tell us, and you may be liable to repay any sums we have paid you under this scheme if we become liable to repay it to the Government.

As your salary is being reduced, you may also be eligible for support through the welfare system, including Universal Credit. You may wish to read the Government Guidance on the Coronavirus Job Retention Scheme which is being continually updated.

We regret that we have been forced to take this action. However, we are working hard to make positive changes in the Company’s position to protect both you and the Company as best as possible. We realise that this is a very unsettling period for you but wish to assure you that it will be handled as sensitively as possible.

If you have any queries in relation to this letter, please do not hesitate to contact me.

Please sign and return the enclosed form, or confirm you acceptance by response email by [DATE] if you agree to the above.

Yours sincerely

*[Insert name]*

*[Insert job title]*

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**Declaration & Signatures**

I understand and agree to vary the terms of my contract of employment as set out in the letter of [DATE] and understand that I will be classed as a furlough worker.

**Print Name:**

**Signature:**

**Date:**