NAME

ADDRESS

DATE

Dear NAME

**1 November 2020 extension of Coronavirus Jobs Retention Scheme**

We are writing further to the government announcement on 31 October 2020 that the Coronavirus Jobs Retention Scheme will now be extended for the month of November.

You are currently on furlough and were due to return to work on [date]. The fact that the furlough scheme has now been extended by another month, means that we would like to extend your furlough. This means that we do not expect you back to work on [date]. Instead you will remain on furlough for the month of November.

The information from this latest government announcement is all the information we have right now. Here is the link to that information.

<https://www.gov.uk/government/news/furlough-scheme-extended-and-further-economic-support-announced>

However, we will continue to communicate with you regularly to keep you updated.

What it means for you is that from 1 November 2020 you will continue to be a furloughed employee. This means that you will continue to be paid your salary through payroll in the normal way, but you will be paid 80% of your normal salary (subject to the cap of £2,500).

You do not have to come to work and are not expected to carry out any work during this period of furlough. However, we would appreciate that you participate in any remote team calls and respond to communication, so that we can all keep in touch and keep informed at this difficult time.

Please kindly sign and return a copy of this letter (electronic signing is fine) or respond by email to say that you have understood and agreed to what has been set out in this letter.

We appreciate that this is a very difficult time for everyone, and we would like to thank you for your continued support. If you have any questions, please do not hesitate to contact me.

Your sincerely,

**NAME**

**JOB TITLE**

**COMPANY NAME**

Signed: …………………………………………………

Print name: …………………………………………….

Date: ……………………………………………………