NAME

ADDRESS

DATE

Dear NAME

**1 November 2020 extension of Coronavirus Jobs Retention Scheme – delay to Job Support 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.

We contacted you recently to notify you that you were going to be put you onto the new Job Support Scheme. However, the government announced that this scheme has now been delayed until at least 1 December 2020. What this means to you is that your furlough has been extended to at least the end of November.

With the extension to the furlough scheme we would like to extend your furlough by another month.

There is benefit to you in the extension of the furlough scheme to both you, as the employee and to us as the employer. 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.

Here is the link that sets out the current information

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

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: ……………………………………………………