**Private and confidential**

NAME

ADDRESS

DATE

Dear NAME,

**Extension of Coronavirus Jobs Retention Scheme**

**Termination of employment with less than two years’ service**

As you know these are very uncertain times and as a business, we have been forced to make some very difficult decisions.

I am therefore writing to confirm the Company’s decision to terminate your employment due to the business uncertainty linked to the current Coronavirus Crisis.

In accordance with the notice period required under your terms and conditions of employment, you are entitled to receive XX weeks’ / months’ notice of our intention to terminate your employment.

Under the circumstances, however, you are not required to work your notice period and will therefore, remain **OR** now be placed on furlough under the new extended CJRS *[delete as appropriate]*.

You will receive 80% / 100% of your pay during your notice period. Your last working day is DATE.

You will receive pay for any outstanding holiday entitlement up to DATE. In the event that you have taken more holiday than you are entitled to, any overpayment will be deducted from your final salary. Your P45 will then be sent to you after you have received your final pay on ENTER DATE.

Please ensure that any Company property is returned to ENTER NAME by DATE.

Please do not hesitate to contact me should you require any clarification of the above.

We understand that this is a very worrying time and this has not been an easy decision for us to make. We would like to reassure you that we have had to do this to try to secure the long-term future of the business and this is in no way a reflection on you or your performance. We would like to thank you for your service and wish you and your family all the best through 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.

Yours sincerely,

**NAME**

**JOB TITLE**

**COMPANY NAME**