**Private and confidential**

NAME

ADDRESS

DATE

Dear NAME,

**Extension of Coronavirus Jobs Retention Scheme**

**Redundancy**

Thank you for contacting us following your recent redundancy.

As you know these are very uncertain times and as a business, we have been forced to make some very difficult decisions. The government announced an extension of the Coronavirus Jobs Retention Scheme on 31 October 2020 at the very last minute.

We have given the issue of extending your employment due to the extension of the furlough scheme some consideration.

I am therefore writing to confirm our decision.

**Option one – employee not to have employment extended**

We have decided that we are not able to extend your employment in line with the extension of the CJRS. We made the difficult decision to terminate your employment by way of redundancy and due to the business uncertainty linked to the current Coronavirus Crisis and we do not feel that we are able to extend this decision.

I appreciate that you are disappointed to have been made redundant and that you feel that the latest government announcement of the extension of the furlough scheme may have delayed your redundancy. However, to have extended your employment also had some costs implications for our business that we do not feel that we can consider at this time.

**Option two – employee to have their employment extended with a new termination date of 30 November 2020**

We have decided that we extend your employment in line with the extension of the CJRS. This does not reverse our decision to make you redundant and that decision still stands, but what it means is that your new effective date of termination will be 30 November 2020.

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.

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.

Any annual leave that you would accrue during your notice period you will be expected to use up during the one month period between 1 – 30 November (or whatever the extended period is).

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 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**