ENTER NAME

ADDRESS

DATE

Dear NAME,

**Flexible Furlough**

We hope that you and your family are well.

We are writing to inform you that due to the recent government announcement advising non-essential businesses to close, this has adversely affected our business. As a result, we are now only able to offer you work on a part-time basis and would like to place you on the flexible furlough scheme.

**SELECT FROM THE FOLLOWING 2 PARAGRAPHS**

You have been on the flexible furloughed scheme since ENTER DATE and have been receiving 80% of your salary under the governments’ Coronavirus Job Retention Scheme (CJRS) for days / hours not worked.

**OR**

You have been classed as a furloughed employee since ENTER DATE and have been receiving 100% of your salary. We have been able to claim back 80% of your salary under the governments’ Coronavirus Job Retention Scheme (CJRS) and topped up the balance to ensure that your received 100% of your salary.

We have enough work to for you to do on a part-time basis, whereby you will work a reduced number of hours per week instead of your full-time contractual hours of XX per week. At the present time, we are unable to predict the number of hours per week that we will need you to work, so we propose that a weekly rota will be sent out to you. We would like this new arrangement to start on DATE. We will normally issue your rota on DAY each week. Please note that you may be required to come into work at short notice to cover sickness on any of your normal working days.

Under the rules of the CJRS, you are allowed to return to work on a part-time basis. You will be paid in full for the hours you actually work. You will continue to receive 80% of your pay for contractual hours that you are not working **OR** We will top up the part time furloughed period so that you get 100% of your pay for the time that you are not working.

In line with the current guidelines set out by the Government, we are constantly assessing the risks to our employees, customers / clients, and suppliers.

As previously advised, a risk assessment has been carried out and all recommended precautions have been taken to ensure your safety.

Should you have any questions in relation to this, or need any reassurance, please do not hesitate to contact me / NAME.

Please kindly sign and return a copy of this letter (electronic signing is fine) or respond by email as soon as possible but no later than ENTER DATE 2020 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: ……………………………………………………