NAME

ADDRESS

DATE

Dear NAME

**Classification as a Furloughed Employee**

We are writing further to our meeting / telephone call on DATE [and following the government announcement, confirming that all non-essential businesses in England / Wales / Scotland have had to shut for a period of XX weeks / months] **OR** [and that certain premises should close, and people should stay home, the amount of working coming into the business has reduced.]

You were due to return to work from Maternity / Paternity / Adoption /. Shared Parental Leave on DATE. However, as stated above, we have had to close / the amount of work coming into the business has reduced. As a result, we have agreed that you will be classed as furloughed.

The government announced on 31st October 2020 an extension to the Coronavirus Job Retention Scheme (CJRS) for businesses and employees of affected businesses.

Here is the link that sets out the current information

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses#support-for-businesses-through-the-coronavirus-job-retention-scheme>

This means that instead of having to take the more drastic course of action and dismissing or laying off staff without pay immediately, we will be able to access the government support to ensure that our employees get 80% of their salaries, up to a maximum of £2,500 per month.

As you know, the situation with the Coronavirus Pandemic is changing frequently. However, we will continue to communicate with you regularly to keep you updated.

What it means for you is that from DATE until DATE you will be classified as 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, up to a maximum of £2,500 per month.

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: ……………………………………………………