

Letter to agree full furlough (November 2020 onwards)

[Insert name]

[Insert address]

[Insert date]

Dear [insert name]

I am writing following our discussions on [insert date] where I outlined the latest changes to the support Government is offering businesses like ourselves.

During our discussion, we discussed the impact that coronavirus is having on our business and as a result the ability for us to provide work to fulfil your full contractual hours and that we have not been unable to identify any other suitable role which you would be in a position to undertake

[Include if appropriate] As you know, you were previously placed on furlough from [insert dates].

As you may be aware in order to help avoid significant large-scale redundancies across the country from those businesses directly affected by coronavirus, the Government set up the Coronavirus Job Retention Scheme to help businesses like ourselves. Although it was originally due to close on 31 October 2020, the Scheme has now been extended.

During our discussion, you agreed to cease all work in order to be designated as a 'furloughed worker' from [insert date] which means that your status as an employee has temporarily changed. You will now be a 'furloughed worker' for as long as we are unable to provide you with work and are enrolled on the Scheme. You also agreed to a reduction in your wage to 80 per cent of your basic wage, capped at £2,500 per month, whilst you are a furloughed worker. During this furlough period you must not undertake any work for the Company.

We will keep your status as a 'furloughed worker' under continuous review and if the position changes, you will be notified. We anticipate this arrangement will last for a minimum of one month, but I can assure you that the Company will continue to monitor the evolving situation very carefully. We reserve the right to end this period of furlough at any point if we can identify work for you to perform.

Should this opportunity arise, you may revert to either your normal working hours or we may seek to agree flexible furlough with you which means working a reduced number of hours and being on furlough for the remainder of your normal hours. We will endeavour to provide you with at least [insert details] notice of a return to work, however, this may not always be possible.

I have enclosed two copies of this letter. Please confirm your written agreement to our furlough proposals and the payment arrangements set out above by signing below and let me have one copy by return. If you are posting a copy, please send to [insert details].

If you have any queries about the contents of this letter, please do not hesitate to contact me.

Yours sincerely

[Insert name]
[Insert job title]

I hereby agree to the changes to my working hours and salary as outlined in this letter		
Name	Signature	Date