Insert date

**Private & confidential**

Employee Name

Address

Address

Post Code

Dear [Name]

As you are aware, due to the impact Coronavirus has had on our business and the UK economy as a whole, we are no longer in a position to continue to offer you work.

Following our meeting on [insert date], you have agreed to become a ‘furloughed worker’ as of [insert date]. The term “furloughed worker” has been used by the Government and has no defined legal status at the current time of writing. As discussed at the meeting, you have confirmed that you are in agreement to be designated as such. This means that, at the current time of writing, the government has agreed to fund up to 80 percent of your wages, at a cap of £2500 per month for an initial period of up to 3 months. This will be subject to the usual Income Tax and National Insurance Deductions. We will/will not pay the remaining 20% of your monthly salary. The Government are continuing to update the rules regarding this on a daily basis and therefore you will be required to keep up to date with the guidance issued by the Government in relation to “furlough workers”. We reserve the right to make any changes to this in connection with any Government updates.

Please sign below to confirm acceptance of these terms and return to me as a matter of urgency. Please note, you will continue to be treated as an employee and will retain your continuous employment with us. Therefore, you will still be obliged by your contractual terms of employment and should you wish to accept any other work for us or with any other employer whatsoever in this period, this can only be done with your line manager’s specific agreement.

In the meantime, we will continue to review and be in touch as events unfold.

Thank you for your understanding in these difficult times.

Yours sincerely

Insert name

**Job title**

Employee Name:

Signature:

Date: