

<<Name>>  
<<Title>>  
<<Company Name>>  
<<Company Address>>  
<<Company Address>>  
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

**Coronavirus Job Retention Scheme**

As you know, we agreed to place you on furlough leave under the Government's Coronavirus Job Retention Scheme from <<insert date>>.

As a result of <<state reason for furlough leave>>, we are bringing your furlough leave to an end on <<insert date>>. [This means that, from <<insert date>>, you will be required to resume work on your normal terms and conditions of employment.] On your return from furlough leave, you will be required to resume work [at your normal workplace] OR [remotely from <<insert remote work location>>].

If circumstances change, you may have to place you on furlough leave again. If this happens, we will contact you to return you to furlough leave.

Please contact me if you have any questions.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

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**Furlough leave**

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