

[Print on Company Letterhead Address]

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

<<Date>>

Dear <<Insert Title & Name>>

### Coronavirus Job Retention Scheme

As you know from our recent meeting, the coronavirus (COVID-19) pandemic has had a

call on <<insert date>>, the serious impact on our business.

I told you about the extension to the Coronavirus Job Retention Scheme and advised you that, because of the downturn in business, the Company is intending to "furlough" staff (i.e. full pay) when we cannot provide

Coronavirus Job Retention Scheme (the downturn in business>>, e.g. full pay) OR <<80% of

This means that staff may be deemed to be "furloughed" and the Company can continue to claim the Coronavirus Job Retention Scheme grant.

employment) as a "furloughed worker" and claim the grant from the Government's

During any furlough period, employees will:

- continue to be employed by the Company
- not carry out any work for the Company
- continue to receive their salary (or 80% of salary, as stated above)

reduced (as stated above)].

All other terms and conditions of employment, including the accrual of annual leave, and continuity of employment would continue to apply during any furlough period.

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Full details of the scheme can be found at

<https://www.gov.uk/guidance/coronavirus-job-retention-scheme>.

The Coronavirus Job Retention Scheme will run until 31 March 2021.

We shall be in touch again once we have the opportunity to determine which workers should be designated as "furloughed".

It is the employee's own decision whether to accept any offer to furlough. However, employees may be offered the alternative to furlough leave as an alternative to redundancy or unpaid leave.

I realise that this is a very worrying time for you and I am sorry if you have any questions or concerns.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

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