

S

[Print on Company Letterhead Address]

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

A

<<Date>>

M

Dear <<Insert Title & Name>>

Coronavirus Job Retention Scheme

P

As you know from our recent meeting, the coronavirus (COVID-19) pandemic has had a serious impact on our business.

I call on <<insert date>>, the coronavirus (COVID-19) pandemic has had a 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 (e.g. full pay) OR <<80% of salary>> when we cannot provide work for them.

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 (e.g. full pay) OR <<80% of salary>> when we cannot provide work for them.

This means that staff may be designated as a "furloughed worker" and the Company can continue to employ them under the Coronavirus Job Retention Scheme.

This means that staff may be designated as a "furloughed worker" and the Company can continue to employ them under the Coronavirus Job Retention Scheme.

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>> if applicable) reduced (as stated above)].

During any furlough period, employees will:

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.

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.

E

S

Full details of the scheme can be

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

[https://www.gov.uk/guidance/clarification-of-the-coronavirus-job-retention-scheme](#)

The Coronavirus Job Retention

ended on 31 March 2021.

We shall be in touch again once you have been notified of your opportunity to determine which workers should be designated as "furloughed".

to determine which workers

It is the employee's own decision whether to accept any offer to furlough. However, employees may be made redundant or placed on unpaid leave as the alternative to furlough leave.

accept any offer to furlough
the alternative to furlough leave

I realise that this is a very worrying time for you and I understand your concerns.

please contact me if you have any questions or concerns.

Yours sincerely,

M

<<Name & Title>>

For and on behalf of <<Company Name>>

P

L

E