

[Print on Company Letterhead or Company Letter Address]

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

<<Date>>

Dear <<Insert Title & Name>>

Extension of Coronavirus Job Retention Scheme and Furlough Leave Agreement for Furlough Leave

Under the Government's Coronavirus Job Retention Scheme, staff may be designated (with their agreement) as "furloughed" and the Company can continue to pay them through the Government's Coronavirus Job Retention Scheme (CJRS). As the CJRS was due to finish at the end of April, the Government has extended the furlough scheme to 30 September 2021.

EITHER

[This letter is to seek your agreement to placing you on Furlough Leave because of <<state reason>> at <<insert workplace>>. This change to your terms and conditions will be effective from <<insert effective date>> and will continue until further notice.

This is a variation to your contract of employment and we confirm that we have agreed as follows:]

OR

[This letter is to seek your agreement to keeping you on Furlough Leave because of <<state reason>> at <<insert workplace>>. This means that the previously agreed changes to your terms and conditions will continue until further notice.

These agreed changes are as follows:

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1. While you are on Furlough Leave, your employment must not do any work for the Company in the usual way.

employment continues, but you will continue to accrue in the

2. You will be paid <<SPECIFY YOUR PAY RATE>> a maximum of £2,500 per month.

your normal salary [subject to your normal salary during that time>>].

Full details of the scheme can be found at

<https://www.gov.uk/guidance/coronavirus-furlough-leave-scheme>

<https://www.gov.uk/guidance/coronavirus-furlough-leave-scheme>

Please contact me if you have any questions.

ns.

Yours sincerely,

A

<<Name & Title>>

M

For and on behalf of <<Company Name>>

Please sign below to indicate your agreement to the terms of the Furlough Leave and return to the Company.

g placed on] **OR** [remaining

Employee name.....

P

Signed.....

Dated.....

L

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