

Pro-forma Directors

To:

<<Insert Company Name Limited>

<<Insert Company's Address>>

[<<Insert Company's email address>>]

By post/email

<< insert date>>

Dear <<Insert name of Company Secretary>> (the Secretary),

**Consent to [Continuing to] Furlough**

I refer to your letter to me dated <<insert date>> regarding your proposal to [continue to] furlough me as a director of the Company in accordance with the extension from 1 November 2020 of the Government's Coronavirus Furlough Scheme (the Scheme). All references are as set out in your letter.

- I consent to [continue to] be furloughed under the Scheme until such time as I am asked to return to work.
- I understand that furloughing me under the Scheme is allowed to work part-time from 1 November 2020 and the Company has agreed to work part time from this date.
- I understand that I am a director of the Company and will do what is reasonably necessary to fulfil my duties as a director of the Company in accordance with the Companies Act 2006, however, I must adhere to the terms of the Scheme and specifically that I must not do any work that will generate revenue or provide services on behalf of the Company.
- I agree that my monthly payment during the furlough period shall be << insert pay as agreed>>.

Yours faithfully,

<< insert name of Director>>