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

<<Date>>

Dear <<Insert Title & Name>>

### **Coronavirus Job Retention S**

As you know, we agreed to pla Coronavirus Job Retention Sc meant that you stopped carryin were paid <<state e.g. full pay

## Continued period of furlough

I am writing to confirm that it is because <<state reason e.g. the terms of your furlough leave an

- continue to be employed b
- not carry out any work for
- continue to receive your sa

All other terms and conditions continuity of employment, are

Please be assured that we will developments, including the experience of the state of the state

We are keeping the situation u working as soon as we are abl notice of your return.

Please contact me if you have

# furlough leave

under the Government's from <<insert date>>. This any as of that date and you >> while on furlough leave.

o you on furlough leave of work>>. As a reminder, the

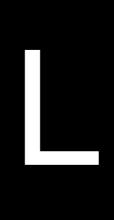
80% (as stated above)].

accrual of annual leave and urlough period.

h to update you on riod of furlough leave.

d will return you to normal least <<state number>> days'

ns.



Yours sincerely,

<<Name & Title>>

For and on behalf of <<Compa

