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

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<<Date>>

Dear <<Insert Title & Name>>

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Coronavirus Job Retention Scheme - Extension of Furlough Leave

As you know, we agreed to place you under the Government's Coronavirus Job Retention Scheme from <<insert date>>. This meant that you stopped carrying out any work for us from <<insert date>> and you were paid <<state e.g. full pay>> while on furlough leave.

Continued period of furlough leave

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I am writing to confirm that it is agreed to continue to place you on furlough leave because <<state reason e.g. the current situation>>. As a reminder, the terms of your furlough leave are:

- continue to be employed by us
- not carry out any work for us
- continue to receive your salary at <<state percentage>> (up to 80% (as stated above)).

All other terms and conditions of your employment, including the accrual of annual leave and continuity of employment, are preserved during this period of furlough leave.

Please be assured that we will continue to update you on any developments, including the end of the period of furlough leave.

We are keeping the situation under review and will return you to normal working as soon as we are able to do so. We will give you at least <<state number>> days' notice of your return.

Please contact me if you have any questions.

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Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

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