DATE

RE.: I**mpact of coronavirus on our organisation**

Dear [ ]

I write following our meeting with you on [date], during which we explained to you the impact Covid-19 has had on our business, as well as details of the Government’s Coronavirus Job Retention Scheme.

To minimise the need for redundancies because of the [temporary closure of our business/temporary reduction in staffing needs /downturn in business], we are applying to join the Scheme. It will ensure that 80% of employee’s salaries will be covered up to a maximum of £2,500 per month, where we cannot provide work for them.

The Scheme requires that we designate staff (with their agreement) as a "furloughed worker", which means they will not be provided with work, and we can continue to pay them through funding from the Government's Coronavirus Job Retention Scheme.

I can confirm that you have been designated as a ‘furloughed worker’ as from [date] which means that your status as an employee has temporarily changed. You will remain as a “furloughed worker” for as long as we are unable to provide you with work and are enrolled in the Scheme.

We will keep your status as a ‘furloughed worker’ under continuous review and in the event that the position changes, you will be notified.

**Furlough leave**

During the furlough period, a ‘furloughed worker’ will:

* not have their continuity of service broken;
* not carry out any work for us; and
* continue to receive [wages/salary] [, although reduced by 20%].

**What happens next**

Ultimately, it will be your decision as to whether you wish to accept a change in your employment status to that of ‘furlough worker’ [with a reduced salary]. However the alternative may be compulsory redundancy or unpaid leave.

Should you be willing to accept the terms of furlough leave I would ask you to please [sign your acceptance at the end of this letter and return to me by DATE] OR [email me confirming your acceptance by DATE].

I would like to reassure you that we are determined to [reopen your place of work/reintroduce your role/see an upturn turn in business] once the situation has improved.

Please do not hesitate to contact me if you have any queries or concerns.

Yours sincerely,

[NAME]

ACKNOWLEDGEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept the change in my employment status to that of ‘furlough worker’ on a temporary basis.

OPTIONAL: In addition, I agree to a 20% reduction in wages as per the Coronavirus Job Retention Scheme.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_