24th March 2020

Dear Employee

Further to recent conversations, to consult with you on our proposals, I am writing to confirm our discussions.

Due to the ongoing situation as a result of the Coronavirus crisis, we are proposing that as per the government announcement to introduce a Job Retention scheme that you will be classified as a furloughed worker. This means that you will be kept on payroll rather than being made redundant. To qualify for the scheme, you must not undertake work for the Company while you are furloughed.

We anticipate that the initial agreed period of furlough will be for XXXX. This period may be shortened or extended and this agreement is subject to any terms and conditions of the Job Retention Scheme as further conditions may be announced.

The effective date of this agreement is XXXX and we will review this on XXXXX.

You will continue to be employed whilst you are furloughed and your contract of employment will remain in place.

You will be paid 80% of your wage for all employment costs up to a cap of £2,500 per month and as per the government announcement should we get the grant from government.

At present we are unsure of the government rules with regards to furloughing and what this means. The details on whether our business will qualify for getting the money and when also remains unclear. However, we will keep in contact with you and discuss with you any relevant points when this becomes clearer.

Your ongoing support in respect of this proposal is important to set the business on a sustainable footing for the future. We request that you confirm your agreement to it by signing and returning one copy of this letter by DATE.

Yours sincerely

{insert name}

I hereby confirm that I have received, read and understood the terms of the above communication and that I agree to the proposal set out for the foreseeable future and for the reasons explained.

|  |  |
| --- | --- |
| Name |  |
| Signed |  |
| Date |  |