Dear [Name],

[Further to our [discussion][meeting] and your agreement that you may be] OR [In accordance with your terms and conditions of employment which permits a period of temporary lay-off we are now advising that you will be] treated as a furloughed employee for the purpose of the Coronavirus Job Retention Scheme, I am now formally notifying you that your position is being temporarily furloughed as a result of the ongoing COVID-19 (Coronavirus) pandemic.

This means that while you will remain an employee you will, temporarily and until further notice, not be required to attend work or carry out your duties. You must, however, remain available for work should we need to contact you [and must not carry out any work for another employer without prior written permission from us]. [Should you do so without our permission, this may be treated as a disciplinary matter under our disciplinary procedure.] [You are permitted, subject to us be able to contact you and require you to return to work, to carry out unpaid voluntary work.]

[Please be assured that this furlough period is not an action being taken due to any dissatisfaction with your work performance but is simply as a consequence of the COVID-19 (Coronavirus) pandemic.]

At the moment, the length of the furlough period is [unknown] [number of weeks THIS MUST BE AT LEAST THREE WEEKS], but we will keep the position under review and will keep you updated.

By being designated as furloughed under the Job Retention Scheme, you agree that you will receive [100% of your salary] OR [80% of your salary up to a maximum of £2,500 per month] OR FOR VARIABLE PAY [80% of the higher of your salary in the same month last year, or your average salary in the 2019/20 tax year], excluding any fees, commission, or bonus, for the period that you are furloughed. Under the terms of the Job Retention Scheme this will be a minimum of three weeks. Your salary will continue to be paid in the normal way and will be subject to normal deductions. All other terms and conditions of your employment will remain the same and your continuity of employment will not be affected during this period.

So that we can contact you whilst furloughed, please ensure we have up to date contact details for you including a telephone number and any e-mail address.

Thank you for your co-operation in this matter. Should you have any queries relating to the content of this letter, please don’t hesitate to contact me.

Yours sincerely,

**[Name]**

**[Position]**

[Insert Employer Contact Details]

**SHOULD YOU HAVE ANY QUERIES RELATING TO THE USE OF THIS LETTER PLEASE SEEK SPECIFIC ADVICE**