[Company name]

[Company address]

[Date]

[Employee name]

[Employee address]

**NOTICE OF FURLOUGH UNDER THE GOVERNMENT CONRONAVIRUS JOB RETENTION SCHEME**

Dear [Insert name of employee],

In order to manage the financial difficulties resulting from Coronavirus (Covid-19), the business has unfortunately needed to take extraordinary measures. In order to avoid an immediate redundancy scenario this letter is to therefore notify you that your position will now become one of a furloughed employee. This means you will not be able to work for the company from the first date you have been furloughed.

Your furlough commencement date is: [Date]

Under the government scheme this means that you will receive a maximum of 80% of your normal wage which is capped at £2,500 per month.

Will the company make any additional top up payments to you: [Yes/No] (include detail as applicable)

At the time of writing, the length of the job retention scheme is until the end of May 2020. We will provide further communication on whether this will be extended or what will happen after this date in due course. During this period, you will not be required to report to work from the start of your furlough period above but you will remain in employment.

If you have any questions or need any advice or assistance, please get in touch.

Yours Sincerely,

[Insert signature]

[Insert director name]

I understand that to avoid redundancy I agree to become a furloughed employee from the date set out above.

EMPLOYEE Signature:

Date:

**APPENDIX:**

**OTHER HELP AND SUPPORT AVAILABLE AT THIS TIME**

Universal Credit: https://www.understandinguniversalcredit.gov.uk/coronavirus/

Employment and Support Allowance: https://www.gov.uk/guidance/new-style-employment-and-support-allowance

Citizens Advice Support: https://www.citizensadvice.org.uk/benefits/help-if-on-a-low-income/if-youre-struggling-with-living-costs/

Step Change Advice: https://www.stepchange.org/debt-info/emergency-funding.aspx