EXAMPLE LETTER FOR AN EMPLOYEE TO BE FURLOUGHED ON 100% SALARY

[NOTE: This is an example letter only and is provided without acceptance of any responsibility. If you wish to issue a letter to staff based on this example you should take advice from a solicitor or HR specialist before sending it.]

[Send your amended letter to employee’s address or email. Note you should discuss and record employee agreement to being furloughed before you send this letter.]

[EMPLOYER LETTERHEAD]

[NAME]

[ADDRESS]

[ADDRESS]

[ADDRESS]

[DATE]

Dear [NAME]

**RE "FURLOUGH" LEAVE**

Due to the economic impact COVID-19 (coronavirus) is having on our business we must make some difficult decisions affecting our employees.

This letter is to formally notify you that we propose to implement a period of "furlough" leave in relation to your position which which will take effect from [DATE]. This is a variation of your contract of employment, designed to implement and take advantage of the Government’s Coronavirus Job Retention Scheme.

This means that you will remain employed by the business and on our payroll but you will not be required to carry out any work for us. Please understand this action in no way reflects dissatisfaction with your job performance.

During the period of "furlough" leave, your employment will continue and we will pay you 100% of your normal salary per month.

As a “furlough” worker you may not work for anyone else during the "furlough" leave. If you do, you must tell us, and you may be liable to repay any sums we have paid you under this scheme if we become liable to repay it to the Government.

When your “furlough” leave ends, while we will always endeavour to provide you with work, in the event of insufficient work being available you agree we are entitled to place you on short time or lay you off without any pay except for statutory guarantee payments.

If you consent to and accept the proposed arrangement, please sign a copy of this letter and return it to us within 3 days.

If your personal phone number, email or mailing address has changed recently, please provide your current contact information to us immediately.

Thank you for your contributions to the business and if I can help in any way, please contact me.

Yours Sincerely

Kind regards- [ NAME]

For and on behalf of [EMPLOYER]

I hereby consent to the “furlough” leave arrangement propsed in this letter.

Signed……………………………………..

Print name …………………………………….

Date………………………..