Date

Dear

We refer to our meeting/discussion with you on ………at which we discussed our intention to amend your status to that of a ‘furlough worker’ due to the ongoing Coronavirus outbreak, the disruption to the business and to protect your health and wellbeing.

As we explained at the meeting/discussion, the Company intends that you will become a ‘furloughed worker’ from ........................... and it is currently anticipated that it will last for approximately ............... (days/weeks)*.* Although we are unable to give you a definite end date at this stage because it depends on a number of external factors, we will keep the position under constant review and continue to keep you updated.

As discussed, we believe this current situation is only likely to be temporary and we hope that by putting in place this ‘furloughed worker’ arrangement, we will avoid the need to implement a redundancy programme.

During the period of being a ‘furloughed worker’ your employment will continue but you will not be required to attend work or carry out any work on behalf of the business. You will not receive your normal rate of pay and instead will be paid 80% of your normal salary/wages, in line with the current government guidelines (please amend if company making up shortfall).

As you know, your contract of employment states as follows that the Company can invoke short time working or a temporary lay-off clause, during which times only the statutory guaranteed payment of £29 a day for the first 5 workless days is payable and after that no further payment would be due for a 13 week period. Therefore, by becoming a ‘furloughed worker’ this is more beneficial than imposing short time working or a temporary lay-off.

However, the short time working/ temporary lay-off provision and pay arrangement falls within the terms of your contract of employment and, as such, the Company does not require your consent to amend your status to that of a ‘furloughed worker’. That said, the Company does wish to take account of your views. In the circumstances, if there are any issues you wish to raise, please contact ........... *(insert name)* by no later than ............. *(insert date).*

Yours sincerely,

*(Insert signature and name of author)*