|  |  |  |
| --- | --- | --- |
|   | COMPANY NAME LIMITEDCompany number: Company registration numberRegistered office address:  Address line 1, Address line 2, Town, County, Postcode |   |

Date

|  |
| --- |
| Name |
| Address line 1 |
| Address line 2 |
| Town |
| County |
| Postcode |

*This template furlough notice and reply should be tailored to individual circumstances. In particular, this template assumes:*

*- Only 80% of salary is being paid, without any uplift from the company;*

*- There are no other changes to the employee’s terms and conditions to be mentioned e.g. revised calculation of holiday entitlement for the period of furlough*

*- A simple fixed salary, rather than an employee with variable earnings*

*If you are at all unsure how to adapt these templates or about the rules of the Coronavirus Job Retention Scheme and how they apply to your business, we strongly recommend taking professional advice from your accountant or solicitor.*

Dear Forename

**Furlough Leave from Company Name Limited ("the Company")**

We are writing to you further to our discussions regarding the impact of the current Coronavirus pandemic on the Company’s business, which means we now need to seek your agreement to vary the terms of your contract of employment. This is so we can implement and take advantage of the Government’s Coronavirus Job Retention Scheme, which covers 80% of normal pay, up to a maximum of £2,500 per month.

You will be placed on Furlough Leave from Date. Your contract of employment continues, as varied by the terms of this notice, but you shall not undertake any work for us for the duration of your Furlough Leave.

During the period of Furlough Leave, we will pay you 80% of your pay up to a maximum of £2,500 per month, based on your gross salary as at 28 February 2020 and in accordance with the terms of the Coronavirus Job Retention Scheme. The amount you receive is subject to deductions, including for tax and national insurance, in the usual way.

Your Furlough Leave shall end on the earliest of the following events:

* The Government’s Coronavirus Job Retention Scheme ending;
* Either you or the Company ceasing to be eligible for funding under that scheme;
* The Company making the decision to cancel Furlough Leave and ask you to return to work; or
* The termination of your employment, for whatever reason

During your Furlough Leave you may not work for any other organisation, or on your own account. If you do, you must tell us, and you may be liable to repay any sums we have paid you under the scheme if we become liable to repay it to the Government.

Please complete and sign the attached letter by Date to agree to these terms, thereby enabling us to include you in our application under the Coronavirus Job Retention Scheme. You can also inform us of any updated contact details, which will allow us to make contact with updates as they become available.

If you have any queries about your entitlement to annual leave or other rights or benefits during the period of furlough, please do contact me or Company Contact.

Yours sincerely

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|  |
| Director/Company Secretary |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|     Date  |   |

|  |
| --- |
| Name |
| Address line 1 |
| Address line 2 |
| Town |
| County |
| Postcode |

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|  |  |
| --- | --- |
| **To:** | Company Name Limited (Company registration number)  |
|   | Address line 1 |
|   | Address line 2 |
|   | Town |
|   | County |
|   | Postcode |

Dear Sirs,

**Furlough Leave from Company Name Limited**

I confirm my agreement to the temporary variation of my terms and conditions of employment to place me on Furlough Leave as detailed in the letter from the Company dated Date.

I also agree that if, for any reason, the government decides to reclaim any monies which it paid to the Company in connection with my wages or salary during Furlough Leave, the Company is entitled to reclaim those monies from me (including by making deductions from future salary payments).

Please find my up to date contact details below:

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| --- | --- | --- | --- | --- | --- | --- |
| **Correspondence address** |

|  |
| --- |
| Address line 1 |
| Address line 2 |
| Town |
| County |
| Postcode |

 |
| **Email address** | Email address |
| **Telephone number** | Telephone number |

Yours faithfully

|  |  |  |
| --- | --- | --- |
| Signed: |   |   |

|  |  |  |
| --- | --- | --- |
| Dated: |   |   |