*Date*

*Employee Name*

*Employee address*

**Re: Notice of Furlough**

Dear [employee name],

We regret to inform you that because of the current level of work available as a result of COVID-19, we have opted to place you on furlough (temporary layoff) during the next [number] weeks. You are not authorised to do any work for the company during the furlough.

The furlough will begin on [date]. We are hopeful that we will be able to restore you to your prior position with our company on or around [date]. However, it is important to note that we reserve the right to change this date based on our business needs and the ongoing situation of COVID-19 and availability of the Government Job Retention Scheme.

During this period:

1. You will retain your seniority with the company.

2. You may be eligible for 80% of your standard gross wage (max £2,500) under the Job Retention Scheme.

3. [Remove if not applicable] If you have available holidays time that you would like to use during this time to make up the 20% wage shortfall, you are welcome to use such time, but are not required to do so.

4. [Remove if not applicable] The company will make up the 20% shortfall of your furloughed wage as a gesture of goodwill for the initial [xx] week period

5. It is important to us that your transition into furlough and back to work goes as smoothly as possible. Therefore, if you have any questions or concerns regarding these transitions, please contact me.

We very much appreciate your contributions to the organisation this year. We wish you all the best during this unprecedented time and are looking forward to your return to work following this furlough period.

Yours sincerely

*Director*

*Company name*