**Initial Furlough Worker Letter**

 **HR notes**:

* This letter can be used to notify your intention of Furlough Worker Status.
* Complete all details indicated in **[brackets, blue and bold font]**
* Delete these HR notes
* Change all font to black and not bold
* Print/Save on Company headed paper or plain paper
* Hand or Email (ideally pdf format) to the employee.
* Ensure a copy is stored on the individual’s personnel file.

PRIVATE AND CONFIDENTIAL

**[Company name]**

 **[Company address]**

06 April 2020

**[Addressee]**

**[Home address]**

Dear **[employee’s first name]**

Following our discussion on **[insert date]**, the company is having to take action in response to the unprecedented circumstances we are experiencing because of the Coronavirus, and the special measures imposed by the government to keep us all as safe as possible.

The Company proposes moving you to ‘Furlough Worker’ status as part of the Government Job Retention Scheme. This is intended to commence on **[insert date]**

This is a difficult time for us all. I am writing to seek your formal agreement to implement your Furlough Worker status. If you do not agree to this arrangement, the alternatives will include redundancy.

At this time, we are unable to confirm the exact duration of this change, however, we will endeavour to keep you up to date with developments.

During your period of Furlough Worker status, the government has announced that 80% of wages up to a maximum of £2500. However as this was only announced on Friday 20th March 2020, as yet there is very little detail of how this will work and when payments are expected to start, although we understand it will be backdated. As soon as we have more information, we will send this out to you. We will also send you a Furlough Worker Agreement for you to accept and confirm.

As you may be entitled to additional benefits during this time, this letter can be used as evidence of your current situation.

We would like to assure you that you remain employed by the company and that you are required to continue to make yourself available for work should we contact you to advise you that work is available. We are doing everything we possibly can and will keep you informed of any developments or that you are required to return to work.

Please sign and return a copy of this letter/Please reply by email **[to confirm your** **Furlough Worker status]**.

If you have any queries about the contents of this letter, please do not hesitate to contact me.

Yours sincerely,

**[Insert name]**

**[Insert job title]**

[Confirmation] by employee for Furlough Worker status

|  |  |
| --- | --- |
| **Employee name: (print)** |  |
| **Job title:** |  |
| **Department:** |  |
| **Signed:** |  |
| **Date:** |  |