NAME

ADDRESS

DATE

Dear NAME

Further to our letter dated DATE in which I informed you that the company had placed you on furlough due to lack of work as a result of the Coronavirus pandemic, I am delighted to confirm that the company now has work available for a period of time, and therefore you are to recommence work on DATE.

We anticipate that this work will last for XX at which point it would be our intention to consult with you and place you back on furlough. We anticipate you will be placed back on furlough on DATE.

I can confirm that upon your return to work you will receive your full salary, as opposed to the 80% you have been receiving whilst on furlough.

I would like to thank you for your patience and understanding through this difficult period and if you have any questions about your return to work, or this temporary change to your terms and conditions, please do not hesitate to contact me, otherwise I will see you on DATE.

Yours sincerely

**NAME  
JOB TITLE**