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, and therefore you are to recommence work on DATE.

I am hopeful that this situation will continue and business has returned to normal, however I should point out that the company reserve the right to consult with you and place you back on furlough again at any time during this period of extreme circumstance if the work dries up again.

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, please do not hesitate to contact me, otherwise I will see you on DATE.

Yours sincerely

**NAME  
JOB TITLE**