NAME

ADDRESS

DATE

Dear NAME

It is with regret we have to inform you that it is our intention to place you on furlough due to lack of work as a result of the Coronavirus pandemic.This means you would be still employed by us and must remain available for work should we have this to offer you, but as there is currently no work for you to do, you must stay at home.

During this time, we would be unable to pay you your full pay, but we intend to access the government Coronavirus Job Retention Scheme to ensure you receive the majority of your pay. We will endeavour to make sure you get some money on or around your normal pay date but would ask for your patience during this time while we access these funds and we will keep you informed as to what is happening.

Please rest assured that this would only be a temporary situation and we hope to have you back in work as soon as possible. We will update you on a monthly basis as to how the situation is progressing.

The date we intend your furlough to begin is: DATE

You may also be able to access help yourself with regards to certain benefits and mortgage holidays. We would advise you to visit <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>.

We sincerely apologise for having to propose this action, but we hope by doing so we may avoid any compulsory redundancies and we appreciate your support during this uncertain time.

If you have any questions or concerns regarding this temporary change to your terms and conditions, please contact me.

Yours sincerely

**NAME  
JOB TITLE**