NAME

ADDRESS

DATE

Dear NAME

As a result of the Coronavirus pandemic you are currently on furlough and we are accessing the Coronavirus Job Retention Scheme to pay you what we are able to under the scheme rules.

In order to ensure that when the Government lift the current lockdown measures we are able to return to our usual activities as soon as possible, and to ensure we are operationally prepared with the correct number of employees available, we are today giving you notice that from DATE to DATE we will be placing you on annual leave.

During these dates we will top up the furlough payment so that you will receive your normal pay and these days will be deducted from your outstanding holiday entitlement. During this annual leave you do not need to make yourself available for work.

We would like to take this opportunity to thank you for your ongoing support during this uncertain time and working with us to ensure we have the business in the best possible position for when we are able to recommence operations fully.

If you have any questions, please contact me.

Yours sincerely

**NAME  
JOB TITLE**