NAME

ADDRESS

DATE

Dear NAME

We wrote to you on DATE informing you of our intention to place you on furlough due to lack of work as a result of the Coronavirus pandemic and your furlough period began on DATE.

Due to an update in the directive of the Coronavirus Retention Scheme, we now require your written confirmation that you have agreed to be furloughed. We would ask that you email INSERT NAME & EMAIL ADDRESS by no later than DATE stating that you agree to your furlough status. If we do not hear from you by this date, we will not be able to make a claim under the rules of the Coronavirus Job Retention Scheme and therefore will need to explore other options with you (which could include unpaid leave or redundancy).

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

Yours sincerely

**NAME  
JOB TITLE**