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 80% of your pay (it is our intention to top this up to 100%).

Please rest assured that this is 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.

We do 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**