NAME

ADDRESS

DATE

Dear NAME

We wrote to you on DATE to inform you that you were placed on furlough leave as of DATE. We are required to write to you after three weeks from the date you were furloughed and every three weeks thereafter to confirm that you remain on furlough.

As a reminder, being on furlough means you are 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 intend to access the government Coronavirus Job Retention Scheme to ensure you receive 80% of your pay (which we have topped up to 100%).

We hope to have you back in work as soon as possible and will update you on a three-weekly basis as to how the situation is progressing.

You may 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 do require your written confirmation again 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**