NAME

ADDRESS

DATE

Dear NAME

Further to our letter dated DATE in which I informed you that the company had placed you on furlough due to lack of work as a result of the Coronavirus pandemic, and following on from our consultation with you on DATE, I am delighted to confirm that the company now has work available, and therefore you are to recommence work on DATE.

As agreed, you will return to work on the following working pattern:

INSERT DETAILS OF WORK AGREED

For the remaining days/hours that you would normally work, you will continue to be furloughed and are not expected to work, although you are still expected to be available for work should it be required.

On the days/hours that you work, you will be paid 100% of your salary, however for the furloughed days/hours you will continue to receive 80% of your salary, as we will still be accessing the Coronavirus Job Retention Scheme grant for this period.

These reduced hours do not affect your other terms and conditions of employment in relation to holiday accrual, length of service, or any other terms relating to your hours of work.

I am hopeful that this situation will continue and business has returned to normal, however I should point out that the company reserve the right to consult with you and place you back on furlough again at any time during this period of extreme circumstance if the work dries up again.

I would like to thank you for your patience and understanding through this difficult period and if you have any questions about your return to work, please do not hesitate to contact me, otherwise I will see you on DATE.

Yours sincerely

**NAME  
JOB TITLE**