# [Company name]

# [Company address]

# [Date]

# [Employee name]

# [Employee address]

# Letter Confirming an Agreement to Temporary Furlough

Dear [name of employee]

We are writing to confirm your agreement to be placed ‘on furlough’ as discussed with [name of HR/manager] on [date when furlough was discussed with employee].

Doing so will allow us to use the Government's Coronavirus Job Retention Scheme, which covers the 80% of your normal pay and hopefully keep the business going and avoiding redundancies if possible until matters get back to normal.

Your period of furlough will begin on [date].

Your agreement to be furloughed means that you will still be employed by us and receiving a minimum of 80% of your normal pay.

This pay will still be subject to deductions for Tax/National Insurance and anything else agreed or applicable, whilst we continue to meet our obligations as employer.

Your contract of employment will be temporarily varied and you will not do any work for us during the furlough period, which will last for at least three weeks and may last up to three months or beyond if advised by the Government.

We will review the situation after and at intervals of three weeks or as and when appropriate, to confirm continued furlough or discuss any changes in circumstances.

As soon as we think we can get you back to work as normal, we will give you notice and will expect you to return to work immediately unless agreed otherwise.

Unless we agree otherwise and unless your contract of employment is terminated by you or by us before that date, the temporary variation will come to an end on the date when you return to normal work.

While your statutory rights are unaffected by this variation to your contract of employment, your contractual entitlements to pay and other financial benefits during the furlough period are limited to that set out as above.

Signing in the section headed ‘Confirmation of Agreement’ at the end of this letter will confirm your understanding and agreement to the variation of employment set out in this letter.

Please also confirm your contact details in the section at the bottom of this letter so that we can keep in touch.

We are sending two copies of this letter, once you have signed them both keep one for your records and return a copy to us as a matter of urgency so that we can continue to pay you.

Yours sincerely,

[name of employer]

Confirmation of Agreement

We agree that the contract of employment between [name of employee and name of employer] will be temporarily varied and that [name of employee] will be placed on furlough on the terms set out in this letter.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee/Worker)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employer)

Employee/worker contact details:

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_