

Full name: letter to employees confirming furlough leave
[ON HEADED NOTEPAPER OF THE EMPLOYER]

[ADDRESSEE]
[ADDRESS LINE 1]
[ADDRESS LINE 2]
[POSTCODE]

[DATE]

Dear [NAME],

In order to mitigate the impact on the business from the Coronavirus Pandemic, [COMPANY NAME] is making some changes to its operations with immediate effect. We want you to be assured that any measures put in place during the coming weeks and months are to safeguard the future of the business and as far as possible the continued employment of its valued staff members, so that [COMPANY NAME] can return to normal operation as soon as possible.

Please be advised that with effect from [DATE] your position with [COMPANY NAME] will be furloughed. This means you will not be required to carry out your usual duties nor attend your place of work until further notice. Please be assured that this is no reflection of your valued role within the business but rather an essential reduction to key functions for the duration of this closed period.

In line with government support measures you will receive 80% of your salary, paid by [COMPANY NAME]. You remain employed by [COMPANY NAME] and your remaining terms and conditions of employment remain unchanged. All pension contributions will continue at the normal percentages.

At this time we are unable to confirm the exact duration of this change, however we will endeavour to keep you up to date with developments. You are required to continue to make yourself available for work should we contact you to advise you that work is available.

Before commencement of the furlough period, it is imperative that your manager is made aware of any urgent tasks that will need attention during your absence.

If you have any queries please contact [NAME] by [EMAIL ADDRESS] and/or [TELEPHONE].

Please would you be kind enough to sign the attached Agreement for Furlough Leave to confirm your agreement.

Yours sincerely,