

Letter to employee who has been dismissed prior to 20th March 2020 as a result of COVID-19 to register for furlough leave

[ON HEADED NOTEPAPER OF THE EMPLOYER]

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

[DATE]

Dear [NAME],

As you may be aware, there has been significant Government intervention to support businesses and employees during the COVID-19 pandemic crisis by introducing the Coronavirus Job Retention Scheme. Unfortunately, this intervention has come a little too late for you as your employment was terminated on [DATE], by reason of redundancy.

Whilst the details of the scheme are unclear, as we understand it as you were on our PAYE Payroll on 28th February 2020 you will be entitled to receive the benefit of financial support under the scheme, namely you will receive 80% of your salary.

In order for you to receive the benefit of this scheme, I am writing to you to seek your consent for me to register you as a furloughed employee. If you agreeable to me doing this, please sign and return a copy of this letter.

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

Yours sincerely,

[NAME]
[TITLE]
[COMPANY NAME]

Signed:

(Employee)

Date