**Private and Confidential**

**Letter to Confirm Furlough Status**

Dear [NAME],

I am writing to confirm that in order to comply with the governments recommendations to prevent the spread of COVID-19 [CO NAME] will close on [DATE] and will remain closed until we are instructed by the government to re-open.

Accordingly, this means that we are placing you on Furlough from [DATE].

**What is Furlough?**

This means that you remain in employment with [COMPANY NAME] but that you cannot come into work. We are required to check with all employees that they are in agreement with this new status before future payments can be made so it is very important that you respond to this email stating “I agree to be furloughed” to email: [EMAIL ADDRESS] Please state your full name and confirm your job title to help us quickly identify everyone.

**Wages Payment**

As you may be aware the government has launched the Coronavirus Retention Scheme and will reimburse employers for 80% of all wages paid during this national state of emergency. We will seek to apply for this although it may take some weeks for us to be able to access any reimbursement.

The government has stated that the retention fund will be accessible until the end of May and thereafter will be reviewed, and if needed extended. Based on this time frame we will reassess the situation (should we still be closed) in or around the 18th May and will further communicate to you whether this period of furlough is to be extended.

**Holiday Hours and Pay During This Period**

During the period of furlough you are entitled to continue accruing holiday hours at the rate that you would have done whilst working with us. Annual Leave requests however will not be granted during any period of furlough.

**Alternative Work and Benefits**

We appreciate that for some employees the furlough wage may not be enough and that alternative employment may be available to you during this period. Although this is not our preference we understand that you may want to take this up. You cannot continue to be employed by us and also work for another company as in doing do it may jeopardise our ability to be reimbursed through the job retention scheme. If you wish to take up alternative employment you will need to end your employment with us and a final wage and P45 will be issued by us.

Unfortunately we are not able to confirm what benefits are open to everyone but would encourage you to seek this information from the governments website: [www.gov.uk](http://www.gov.uk).

**Communication**

During this period of furlough we ask that the following communications are only made by email (not text or phone call) to the Company’s email address [EMAIL ADDRESS]:

* Future holiday requests.
* Ending employment. This should be in writing with a one week notice period.
* Any other urgent queries.

We will remotely monitor emails weekly so please allow 3 workings days if you contact us.

We appreciate that this is a lot of information to take in but we hope that in clarifying our position and confirming our intentions that you will at least be comforted. This is a horrendous situation for us all to be in and we hope that the period it lasts is short.

We wish you and your family well over this time.

Sincerely,