# A picture containing drawing, food Description automatically generated

# TEMPLATE FURLOUGH LETTER FOR STAFF

# This template is intended for guidance only. Dinky Ones Early Years Consultancy accepts no liability for the use of this template in your business.

# Date\_\_\_\_\_\_\_\_\_\_\_

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear **[Insert name of employee],**

**RE: Coronavirus Job Retention Scheme**

Due to the ongoing COVID-19 pandemic and the economic impact of this on our setting this letter is to formally notify you that your position as [employee’s position] at [company’s name and/specific department] is being furloughed with effect from **{enter date}**

By being designated as furloughed you are being placed on an unpaid leave of absence. This means that you are being kept on our pay roll rather than being laid off or made redundant. We expect the furloughed period to last until such time as the Government restrictions are lifted. All of the terms and conditions of your employment contract remain applicable.

Through the Coronavirus Job Retention Scheme 80% of your pay, up to £2,500 per month, will be reimbursed to **[company name]** by the Government. As your employer it is at our discretion whether to pay the additional 20% of your pay. Having reviewed our financial situation we will/will not {delete as applicable} be in a position to do this and you will therefore {insert as applicable –

\*continue to receive **[amount of pay employee would receive]** each month.

\*receive a reduced wage **[amount of pay employee would receive}** each month

Depending on the length of the furlough period it may be necessary for us to review this situation and we will keep you updated via email.

During this time no work must be undertaken by you for **{company name}.** If you choose to voluntarily update your professional development, through online courses for example, doing so will be at your own expense and any time taken in doing so will not be reimbursed at a later date.

By signing the bottom of this letter, you are agreeing to the temporary terms of your employment herein with regards to being placed on furlough. If you have any questions regarding this please get in touch with us.

We thank you for all the contributions you have made to our {company/department} and hope to see you back at work soon.

Sincerely,

**[Insert signature]**

**[Insert name]**

**[Insert company position]**

**[Insert email/contact details]**

**Employee signature:**

**Employee name:**

**Employee position:**

**Insert email/contact details:**