Date:

Employee’s Name:

Employee’s Address:

Dear …………..

The purpose of this letter, following our discussion and your agreement, is to formally notify you that your position as (insert job title) in (insert Company name/department or Branch) is being temporarily suspended due to the continuing Covid-19 pandemic that is affecting the UK.

Your last official day of work will be (insert date). During this time, following the announcement by the Government, you will receive 80% of your salary/wage until further notice.

Please be assured that this temporary action in no way reflects any dissatisfaction with your job performance and I want to assure you that you are a valued and needed member of our organisation.

The length of this furlough is unknown at this time. I will make every effort to keep you informed and as we agreed, I will contact you when there are any further changes, it is important that we keep in touch so that as the situation is updated and we have details on moves which will enable us to bring our Employees back to work, I can inform you. A furlough is a short, temporary period of absence and does not create any expressed or implied employment contract.

I wish to thank you for your contribution to the (Company/Business name). If I can be of any assistance please do contact me.

Yours sincerely

(Insert Name)

(Insert job title)