



## FURLOUGHED WORKERS LETTER TEMPLATE

Company Name

Address

Date

Dear XXXXXX

Following all our discussions about the Coronavirus outbreak, and the likelihood of having to make changes within the business, I am now writing to update you on the latest situation.

Since our last discussion, and with direct impact to our business, the Government has rightfully closed many businesses with immediate effect and then restrictions have been placed on every one of us to help stop the spread of the virus, effectively meaning we all have to stay at home, other than very limited reasons to travel.

Whilst some of our clients remain open, many are not, affecting our income for the foreseeable future. It is now clear, given the constant changing situation the impact on the business is now going to be much greater than expected, and we need to close/work with a skeleton team as I believe we will not have sufficient work to keep you busy for the foreseeable future, until this awful Coronavirus situation is resolved.

This would normally lead to deep cuts in any business and redundancies, however, thankfully in measures announced by The Government late last Friday to protect jobs, a new scheme was proposed 'The Coronavirus Job Retention Scheme' to help employers wage costs in order to retain people in employment. The Government has called this process to Furlough which effectively means you will not be working (as there is no work for you to do) but will be retained in employment. By doing this it will allow us to claim a grant for up to 80% of wages up to a cap of £2500. This will be processed through the payroll as normal and you will not need to apply for anything yourself.

In view of all of this, and in both yours and our long-term best interests, I confirm you will be designated as a 'Furloughed Worker' as of xxxxxxx. I

confirm this is likely to be in place for the next three months but may be extended if we are still in this situation after that. This should give you some comfort that for at least the next three months your jobs are retained, albeit at a reduced salary rate, which I hope you will agree, under the new circumstances, is probably a better outcome than any of us could have hoped for.

Whilst I do not wish financial hardship on you and therefore do not object to you taking additional work elsewhere to make up any shortfall in your earnings, please do not take up work in competing businesses and be mindful that the Company policy on confidentiality about our business applies whilst you are furloughed. On the positive side is the situation improves then I may need to review this and bring you back to work at short notice you must therefore remain available for work in your primary role if called upon at any point.

As you will be aware from the news, the situation is changing daily, and we can only base decisions on what we know right now. we want you all to know that we are 100% committed to getting us back to FULL operational strength as fast as possible. I am very positive that we can come through this and I will be working in the background through this period networking with all of our clients to enable us to hopefully hit the ground running when we are back.

Finally, I am fully aware that this is not only a financial worry, but in these strange times of social distancing and self-isolating, it can be stressful and upsetting. Please keep in touch with me and the rest of the team. I will support you as much as I possibly can during this period, and I will regularly keep you updated as to ongoing / evolving situation.

Thanks for your understanding at this very difficult time, keep your chin up, none of us have been through this before, and we will be back stronger than ever.

Best Regards,

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