INSERT DATE

Delivered by Email

Dear INSERT NAME

**COVID-19 JOB RETENTION SCHEME**

Further to our phone call earlier today, I am writing to confirm that in line with clause 1 “Lay off & short time working” in our employee handbook, we are implementing the government’s job retention scheme. This means that with effect from INSERT DATE / TIME you are being designated as a furloughed worker for an initial period of INSERT INITIAL PERIOD.

This course of action is being implemented as an alternative to redundancies as our business navigates its way through these unprecedented and challenging times.

As I’ve said previously, I believe our business will emerge in excellent shape once this crisis has passed and I hope you will understand that we need to take these measures to ensure that is the case.

We will be reviewing the situation on a WEEKLY/MONTHLY basis and will communicate with you each Friday with arrangements for the following week. Whilst you will not be working from home or otherwise during this period, you can be recalled back to work with 24 hours’ notice, providing you are not demonstrating any of the coronavirus symptoms, or have come into contact with anyone who has within the previous 14 days of the recall.

You will be paid as normal and will continue to accrue holiday and receive your usual contractual benefits.

If you are eligible for commission at the end of each month, this payment will be deferred, and the situation reviewed as and when the business returns to normal.

Please sign & return one copy of this letter confirming that you understand and agree to this temporary change to your contract.

Kind Regards,

DIRECTORS NAME

Director

I understand and agree to the temporary change to my contract of employment.

Signed: ……………………………….. Dated: ……………………………………