**Strictly Private and Confidential**

[Name]

[Address]

[Address]

[Postcode]

[Date]

Dear [Name]

**Agreement for Furlough Scheme**

We refer to your recent discussion with your manager, during which we discussed the Company's proposal to make you a Furlough worker due to a temporary reduction in work available for you to do. This has been caused by the current coronavirus outbreak.

As discussed, we are now writing to confirm the variation to your contract of employment.

We agreed that from [DATE] you shall be on Furlough Leave. This means your contract of employment continues, but you shall not be required, nor are you permitted under the terms of the Furlough Scheme, to work. During this period, your salary will be reduced to [£XXXX] (gross) per annum, which equates to 80% of your regular salary. In addition we will pay the minimum automatic enrolment employer pension contributions on your reduced wage. [*\*\*\*Please note that as your monthly salary exceeds £3,125.00 (gross) per month, you are eligible for the £2,500.00 (gross) capped rate.]*

Your Furlough Leave shall end on the earliest of the following events:-

(a) the government’s Coronavirus Job Retention Scheme ending

(b) either you or us ceasing to be eligible for funding under that scheme; or,

(c) us deciding to cancel Furlough Leave and bring you back to work.

During your Furlough Leave, you may work for any other organisation. If you do, you must tell us, and you may be liable to repay any sums we have paid you under this scheme if we become liable to repay it to the Government.

If applicable, your manager will discuss a training programme with you that must be followed whilst on Furlough.

Please sign and return a copy of the acknowledgment form to signify your agreement. If you do not have access to a scanner whilst working from home, please could we ask that you email to confirm your understanding and agreement to the terms as outlined in the above letter.

If you have any questions, please do not hesitate to contact [add contact].

Your manager will keep in touch with you during your leave to keep you updated with any changes. Please do contact your manager or HR if you have any issues or concerns.

Stay safe and well.

Yours sincerely,

……………………………….