Name

Address

Address

Postcode

DATE

Dear Name,

I refer to our recent discussion, during which we discussed our 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 with effect from date you shall be on furlough leave. In order for us to reclaim your salary, you will need to be paid in gross. Therefore, as discussed and agreed with effect from date, your monthly salary, based on £xx net, working xx hours a week, is now £xx gross per week/month. Whilst on Furlough this will be reduced to 80% or £2,500.00 per month, plus the associated Employer National Insurance contributions and minimum automatic enrolment employer pension contributions on that subsidised wage.

A separate furlough agreement will be provided to you outlining the terms of your furlough leave.

All of your other terms and conditions of employment remain the same as detailed in your contract of employment.

Please sign the attached duplicate copy of this letter and return it to myself to signify your agreement to the changes detailed above.

Yours sincerely,

……………………………………………….

Name

I hereby confirm that I accept the changes to my contract of employment detailed above.

Signed: ……………………..……………

Date: ……………………………………