

24th March 2020

Dear X,

Government Order of 23rd March 2020

Following the announcement last night by the Prime Minister regarding all non-essential travel, we now anticipate there is going to be a fundamental change in the nature of the work we are doing due to the restrictions now placed on us all and we are taking steps to preserve the business.

We have identified that for the immediate future, there is a reduction in the need for workers of your kind. Ordinarily this would mean that you were vulnerable to being made redundant. In the light of the government's scheme for support announced on 20th March, we have proposed as an alternative and you have agreed to be 'furloughed'.

This means , from close of business today, _____(date) you are required to stay at home and not work. Although you will not be working, you should be able to answer reasonable questions via telephone about your work which may assist us in business continuity.

All other aspects of your contract will continue as per normal. You are not suspended, nor does this interrupt your continuity of employment. We do not know how long this state of affairs will last, but we assume it is not unreasonable to think that this may continue to Easter and beyond. We will keep you informed of developments and before you leave tonight you must ensure that we have your up to date contact details (address, telephone number and email address) in order to do this.

As you know the government scheme provides for 80% of the cost of your employment. [We have agreed that we will continue to top this up to your ordinary basic salary].

As you will understand, the above is a fast moving situation and we reserve the right to change any aspect of the above as the needs of the business dictate. This may mean that you are de-furloughed and required to come back to work.

This letter is to be treated as an agreed temporary amendment to your contract of employment.

Thank you for your continued support in these worrying times.

Yours

Signed in acknowledgement and agreement by X
