**Furlough Worker Ending Letter**

**HR notes**:

* This letter can be used to notify your intention of Furlough Status for Shielding EE.
* Complete all details indicated in **[brackets, blue and bold font]**
* Delete these HR notes
* Change all font to black and not bold
* Print/Save on Company headed paper or plain paper
* Hand or Email (ideally pdf format) to the employee.
* Ensure a copy is stored on the individual’s personnel file.

PRIVATE AND CONFIDENTIAL

**[Company name]**

**[Company address]**

29 April 2020

**[Addressee]**

**[Home address]**

Dear **[employee’s first name]**

I write further to our recent communications, including our discussion on **[insert date]** in respect of the current coronavirus outbreak. We spoke about the fact that you have received a letter from the NHS advising you to stay indoors and avoid face-to-face contact with others for 12 weeks, known as “shielding”, and we also discussed furlough on **[insert date]**.

In order to provide assistance to those businesses directly affected by coronavirus, on Friday 20 March 2020 the Government announced that it was setting up a new Coronavirus Job Retention Scheme (the Scheme).

Because of the impact of COVID-19 on our business, we are applying to join the Scheme, which will enable us to recover a grant to cover up to 8 per cent of our employees’ wage costs for as long as we remain in the Scheme, up to a total of £2,500 per month per employee. The Scheme has been extended to be in operation until the end of June 2020, although may be subject to further extension.

The Scheme requires us to designate affected employees as ‘furloughed workers’. We must then pass this information to HMRC and will be able to receive a grant to cover wage costs to the extent set out above.

You have received a letter from the NHS advising you to ‘shield’ and you have told us that you are to stay at home in accordance with the letter. In our discussion, we identified that it is not possible for you to work from home and because of this, we discussed the option of designating you as a furloughed worker on a temporary basis.

[Select from the paragraphs below and delete as appropriate]

During our discussion, you agreed to cease all work in order to be designated as a ‘furloughed worker’ from **[insert date]** which means that your status as an employee has temporarily changed. You will now be a ‘furloughed worker’ until you are no longer under advice to shield, or until we are longer able to access the Scheme, whichever occurs sooner. You will continue to receive 100 per cent of your wage whilst you are a furloughed worker. You must not undertake any work for the Company when on furlough.

[OR]

During our discussion, you agreed to cease all work in order to be designated as a ‘furloughed worker’ from **[insert date]** which means that your status as an employee has temporarily changed. You will now be a ‘furloughed worker’ until you are no longer under advice to shield, or until we are longer able to access the Scheme, whichever occurs sooner. You also agreed to a reduction in your wage to 80 per cent of your basic wage, capped at £2,500 per month, whilst you are a furloughed worker. You must not undertake any work for the Company when on furlough.

I have enclosed two copies of this letter. Please confirm your written agreement to your temporary designation as a furloughed worker on the payment arrangements set out above by signing where indicated below and let me have one copy by return. If you are posting a copy, please send to **[insert details].**

We will keep the situation under review and will be in touch should there be any developments.

We are doing everything we possibly can to ensure we are able to survive the challenges we are facing. We appreciate that this is a difficult period for everyone and I would like to thank you for your continued loyalty to the business.

[Optional] I would like to remind you that you have access to a confidential telephone counselling service if you would like to talk to a trained counsellor about any worries that you may be having about the impact of coronavirus, whether work related or not. You can access this by **[insert details].**

If you have any queries regarding the contents of this letter, please do not hesitate to contact me on **[insert details].**

Yours sincerely,

**[Insert name]**

**[Insert job title]**