

Draft furlough letter v1

[date]

[state how delivered: e.g. By Hand or 1st Class and Registered Post]

PRIVATE & CONFIDENTIAL

[name/address]

Dear [name]

Re: Furlough Period

This letter is to inform you that, as agreed with you on 26th March 2020, your current position with Financial Advisers at xxx Road is being “furloughed” effective from 27th March, 2020 and until further notice. Furlough is a temporary period of leave to help us deal with the fact that there is no work available for employees at this time due to the current COVID-19 situation.

You will remain employed during the furlough period and your usual contractual terms will apply.

Therefore, with effect from 27th March 2020, you are not required to attend work until we contact you to tell you that you are required to return to work. You must remain available for work during this time so that we can bring you back in immediately as the situation changes.

We will be applying to HMRC to claim funding to pay you furlough pay via its Coronavirus Job Retention Scheme (CJR Scheme). Please note that the government has not issued full information about this scheme yet. However, they have indicated that they intend for the CJR Scheme for last at least three months from 1 March 2020 but will extend it if necessary. Further, the government has indicated that applications for the CJR Scheme will need to be made via a new HMRC portal. As we understand it, the HMRC portal is being built and is not available yet.

If, once we are able to make the application via HMRC’s new portal, this application is accepted, you will receive 80% of your wages for the period of furlough during which the CJR Scheme applies and provided that you remain on furlough. Please note that at the time of writing, we do not know how HMRC will calculate pay and wages. This letter does not create any legal obligation to pay more than HMRC will pay under the scheme.

We will contact you again when we know whether we have been able to secure the funding to pay you the 80% furlough pay.

We shall attempt to keep this period of furlough as short as possible. We will continue to seek appropriate work for you and will notify you as soon as possible when work becomes available. In this respect, please ensure that you have provided me with your current contact details to avoid any delay in us contacting you. So, for example, it is important to ensure that you have provided:

- A working email address;
- Your landline telephone number;

- Your mobile telephone number;
- Your home address; and
- If you temporarily leave to self-isolate for example, your temporary address (and update us when you return to your permanent/normal address).

It is also important that you keep us updated as to whether you have been advised to self-isolate or are ill since this may affect your entitlement to furlough pay.

For speed and efficiency (and to avoid unnecessary burden on the postal service), our intention is to communicate with all staff via the email addresses provided. If you do not have an email address or there are reasons why this is not a suitable form of communication for you, please let me know. We will only use alternative means of communication where it becomes necessary.

If you have any queries during this period, please contact me in the first instance at email address.

Your co-operation during this difficult period is greatly appreciated.

Yours sincerely

Joe Bloggs

Practice Manager

Financial Advisers