#  Date\_\_\_\_\_\_\_\_\_\_\_

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear **[Insert name of employee],**

This letter is to formally notify you that your position as [employee’s position] at [company’s name and/specific department] is being temporarily eliminated as a result of the ongoing COVID-19 (Coronavirus) pandemic.

By being designated as furloughed, 60% of your pay, up to £1,875.00 per month, will be reimbursed to **[company name]** by the government and the company will contribute 20% of your monthly wage up to a maximum of £625.00. You will therefore continue to receive **[amount of pay employee would receive]** each month.

Please be assured that this furlough is not an action taken due to dissatisfaction with your work performance.

At the time of writing, the length of the furlough period is unknown. We will keep you updated via email.

We thank you for all the contributions you have made to our company/department and hope to see you back at work soon.

If we can offer any advice or assistance, please get in touch with us.

Sincerely,

**[Insert signature]**

**\_\_\_\_\_\_\_\_\_\_\_,**

**[Insert name]**

**[Insert company position]**

**[Insert email/contact details]**