

[Print on Company Letterhead Address]

<<Name>>  
<<Title>>  
<<Company Name>>  
<<Company Address>>  
<<Company Address>>  
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

### **Extension of Coronavirus Job Retention Scheme**

Under the Government's Coronavirus Job Retention Scheme, staff may be designated (with their agreement) to be placed on Furlough Leave and the Company can continue to pay them through the Government's Coronavirus Job Retention Scheme (CJRS). As the CJRS was due to finish at the end of April, the Government has extended the furlough scheme to 30 September 2021.

### **EITHER**

[This letter is to seek your agreement to place you on Furlough Leave because of <<state reason>> to your terms and conditions will continue until further notice.

This is a variation to your contract of employment as follows:]

### **OR**

[This letter is to seek your agreement to keep you on Furlough Leave because of <<state reason>> that the previously agreed changes to your terms and conditions will continue until further notice.

These agreed changes are as follows:]

### **Agreement for Furlough Leave**

Under the Government's Coronavirus Job Retention Scheme, staff may be designated (with their agreement) to be placed on Furlough Leave and the Company can continue to pay them through the Government's Coronavirus Job Retention Scheme (CJRS). As the CJRS was due to finish at the end of April, the Government has extended the furlough scheme to 30 September 2021.

[This letter is to seek your agreement to place you on Furlough Leave because of <<state reason>> to your terms and conditions will continue until further notice.

This is a variation to your contract of employment as follows:]

[This letter is to seek your agreement to keep you on Furlough Leave because of <<state reason>> that the previously agreed changes to your terms and conditions will continue until further notice.

# S

employment continues, but you will continue to accrue in the

# A

your normal salary [subject to  
normal salary during that time>>.

Full details of the scheme can

M

ered-by-the-coronavirus-job-

Please contact me if you have

ns.

Yours sincerely,

P

For and on behalf of <<Compa

L

g placed on] **OR** [remaining

# E

Signed.....

Dated.....