

Letter confirming an agreement to temporary furlough

Dear Ms Jane Doe

As discussed with Mr John Doe on 17 March 2020, we will place you 'on furlough'.

This means that you will still be employed by us although at a lower rate of pay. You will not do any work for us during the furlough period. We can then use the Government's Coronavirus Job Retention Scheme, which covers 80% of your normal pay.

In this way, we hope to keep the business going and avoid redundancies if possible until matters get back to normal.

If you agree to be placed on furlough, your contract of employment will be temporarily varied. You will need to sign to confirm your agreement to the variation in the section headed "confirmation of agreement" and return a copy to us by submitting this agreement. After submitting the agreement please download a copy of your signed agreement.

Unless we agree otherwise and unless your contract of employment is terminated by you or by us before that date, the temporary variation will come to an end on the date when you return to normal work.

Your period of furlough will begin on 2 March 2020. It will last for at least three weeks and may last up to three months. After three weeks, we will keep the situation under review. The three months may need to be extended and, if so, we will discuss this with you. As soon as we think we can get you back to work as normal, we will give you notice and will expect you to return to work immediately unless agreed otherwise.

To summarise, this is how furlough will work:

1. Based on your monthly salary, while on furlough we will pay you £1720.00 per month.

This is the maximum amount that can be claimed under the Job Retention Scheme.

This amount is subject to deductions for tax and national insurance in the usual way.

2. In addition to that salary, we will pay employer national insurance contributions and minimum automatic enrolment employer pension contributions on that salary.

3. Your contract of employment will continue with ACME Enterprises Ltd., but the terms of the Job Retention Scheme require that you do not do any work for us during the furlough period.

If you agree to this temporary variation, please sign and submit this agreement.

If you have any questions about your entitlement to annual leave or any other of your rights or entitlements during the period of furlough, please direct those questions to Payroll Department.

Yours sincerely

ACME Enterprises Ltd.

Confirmation of agreement

We agree that the contract of employment between ACME Enterprises Ltd. and Ms Jane Doe will be temporarily varied and that Ms Jane Doe will be placed on furlough on the terms set out in this letter.

Yes, I agree.

No, I do not agree

Signature:

A handwritten signature in black ink that reads "Jane". The signature is written in a cursive style with a large, looped initial 'J'.

Date of signature: 28 April 2020