**Flexible Furlough letter to employee - EXAMPLE**

**You should seek expert advice on matters affecting your company's employees as necessary.**

[Send to employee’s address or email. Note you should discuss and record employee agreement to be Furloughed with the employee before you send this letter.]

Dear [Employee name],

**[INSERT FULL NAME OF EMPLOYEE AND NI NUMBER OR PAYROLL NUMBER]**

The purpose of this letter is to formally notify you that your position as [INSERT job role - eg director] for [INSERT company name] is now being opened again as the lockdown has eased and the business has started to trade again. Your full furlough period will cease on the [DATE - must be after 30th June]

To recap, a furlough is a short-term paid temporary leave of absence at full / 80% [as applicable] of current salary. The furlough period and provisions may be changed or terminated at the sole discretion of the Company, and does not create any employment contract, express or implied.

During the furlough period, your pension and other benefits will continue [IF APPLICABLE].

As discussed with you, we are introducing Flexible Furlough where you will return to work for an agreed amount of time and be furloughed for the remainder of the working week / month (as applicable).

You have consented to return to work on flexible furlough.

Your first official day of work will be 1st July 2020 and your salary and benefits will continue at their previous level before Furlough for the time you are working and will be [80% or full salary] for the time on furlough.

You will be working the following hours/ days/ weeks (if known) per week / month or you have agreed to work flexibly, and we will agree working time together in advance.

The length of this arrangement is [insert future date or unknown currently].

We will provide regular information as the current Pandemic unfolds and when we return to normal working routines.

Thank you for your contributions to the business and if I can help in any way, please contact me.

Yours Sincerely,

[insert signature]