DATE

**Re.: extension to furlough scheme until end of March 2021**

Dear [ ]

As you may know, the Government has decided to delay the start of the Job Support Scheme and extend the furlough scheme until 31 March 2021.

**Keeping you on the furlough scheme**

You are already on the furlough scheme. Now that the Government has extended the scheme, we need you to agree to be kept on furlough during the [closure of your place of work/continued reduction in the need for your role/continued downturn in business]. This means that the terms and conditions to which you have previously agreed, which are set out below, will continue until further notice.

[OR

**Placing you on the furlough scheme**

Given the [closure of your place of work/reduction in the need for your role/downturn in business], we now need you to agree to being placed on the Government's furlough scheme. This change to your terms and conditions, set out below, takes effect on [date] and replaces any previous terms and conditions to which you agreed and will last until further notice.

OR

**Cancelling your move to the Job Support Scheme**

Thank you for agreeing to move from the furlough scheme to the Job Support Scheme, which you indicated that you were willing to do by signing and returning our letter dated [date]. However, we now need you to agree to remain on the Government's furlough scheme until further notice. This change to your terms and conditions, set out below, takes effect on [date]. It replaces any previous terms and conditions to which you agreed and will last until further notice.]

**Pay during furlough**

While on furlough, you will be paid 80% of your normal pay, up to a maximum of £2,500 per month.

[OR

We are topping up your pay during your furlough - this means that you will be paid your normal rate of pay while on the furlough scheme.]

In your case, this would mean that your [monthly/weekly] [wages/salary] while on furlough would be £[amount].

**Terms and conditions during furlough**

While on furlough, and to comply with the terms of the Government's scheme, it is important that you do not do any work for us. [However, we may ask you to undertake training on [details of training that may be required, plus any additional payment that the training would attract].]

You remain employed throughout your period of furlough and your continuity of employment is not affected. Annual leave will continue to accrue in the normal way.

[We would like to remind you of clause [number] in your contract of employment requiring you to obtain our written consent before working for any other organisation. This means that, apart from volunteering work, you cannot work for another organisation during your furlough without our prior written agreement.]

**What you must do now**

To show that you agree to this arrangement, please sign and date a copy of this letter using the form below. As I am sure you appreciate, time is of the essence. We therefore ask that you return this to [me/name of individual/HR] no later than [date].

I would like to thank you for your support during what continues to be a challenging time for us all.

Yours sincerely,

[ ]

**Acknowledgement**

I agree to [remain/be placed on] furlough as described above and that while on furlough I will be entitled to the sum of £[amount] per [week/month] in place of my normal pay. I understand that I must not carry out any work for my employer during my furlough.

Signed:

[ ]

Dated:

[ ]