Dear

**COVID-19 Furlough**

As a result of the Covid 19 Coronavirus Pandemic, you agreed to be furloughed from work on the ???date??. This was to adhere to Government advice to help to stop the spread of the illness and to ensure we carry on functioning as a company.

As the situation has not changed and Government measures have been extended, we are proposing to continue with your furlough. This will continue until the business needs change and/or when the Government advice on the ‘lockdown’ period comes to an end.

If you are in agreement to continue this temporary change to your contract - the Furlough, please email your response back to me upon immediate receipt of this email. This means you will continue to receive the same percentage of full pay as previously agreed.

Thank you very much for your understanding of the situation. Please stay safe and look after your families.