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 business needs have changed during the last 3 weeks, we now require members of staff to return off furlough and continue with their job roles. Your role has been identified as essential to the business, there is sufficient work for you, and therefore, we are asking you to return to work on ??date???.

I must reassure you that all appropriate measures regarding Social Distancing have been taken and we have kept the number of people within the building to a functioning minimum.

We expect you back into work on ???date?? however, if you have any concerns in the meantime, please do not hesitate to contact me.