Date: 20 April 2020

**FURLOUGH GUIDE – TEMPLATE LETTER FROM YOUR EMPLOYEES**

We have provided a template for use when Furloughing your employees. This is not HR advice, and you should seek specific advice where you feel appropriate.

**Instructions:** you can use this as a template, cut and paste the text on to your own letterhead.

There are Notes for completion below.

Letter start:

[Employee name if not on headed paper]

[Employee address]

[Date]

Dear [Employer name]

I [Employee name and works / employee number (if they have one)] consent to being a furloughed employee until such time as I am asked to return to work.

I understand that I remain an employee of [insert name of employer] and must continue to adhere to the terms of my employment other than by prior agreement with my employer.

……………………………………………

PRINT NAME

…………………………………………….

SIGN HERE

………………………………………………

DATE