Date: 20 April 2020

**FURLOUGH GUIDE – LETTER TO BOARD**

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

**TEMPLATE**

A form for a furloughed director to return to the employer company

Letter start:

[Employe name]

[Employee address]

[Date]

To The Board of Directors

I [Director name and works / employee number (if they have one)] consent to being a furloughed director under the Government Job Retention Scheme (“the Scheme”) until such time as I am asked to return to work.

I understand that I remain a company director of [insert name of company] and must adhere to the terms of the Scheme during the furlough period.

I agree that my monthly pay during the furlough period will be [insert details of monthly pay as already agreed with the director].

……………………………………………

PRINT NAME

…………………………………………….

SIGN HERE

………………………………………………

DATE

|  |
| --- |
| **Notes for completion - DELETE BEFORE SENDING**  \*Delete as appropriate.   \*\*Only use the £2,500 per month option where directors earnings are such that 80% of their normal gross pay is more than £2,500 per month. For example, someone earning £3,500 per month would be due £2,800 at 80% but this is reduced by the cap to £2,500. |