

Example Letter/Email for Furloughed Employee

Date

Dear [Name]

Further to your agreement to being furloughed, I would like to confirm that to guarantee our access to the Government's furloughing grants, you must cease all work for our business during your furloughed period. This includes: checking or forwarding your emails; responding to work phone calls; and undertaking any other activity on behalf of our business.

I would ask that you email by return to provide your agreement to these terms.

I hope that you and your family remain safe during this time.

Yours sincerely