**Name**

**Address**

Date

**Flexible Furlough Hours**

Dear Name

As detailed in our letter to you dated INSERT DATE, it was necessary to furlough you under the Government's Coronavirus Job Retention Scheme from DATE. This involved you ceasing work for us and reducing your pay to 80% of your normal pay during your furlough.

Thank you for your understanding during this difficult time - your decision to agree to be furloughed allowed us to retain you as an employee and avoid the need for redundancies at this critical time for our business.

Since you were placed on Furlough on DATE, we have been working to put in place additional measures, in order to comply with the social distancing regulations and guidance which both the UK and Scottish Governments have now put in place for business to continue for the foreseeable future.

I am now in the position to confirm that we are close to completion of the alterations and adaptions to the workplace to allow work to re-commence in line with the flexible furlough scheme. Please take this letter as confirmation of your return to work on DATE, working XX number of hours per week as detailed below.

Your move to flexible furlough assists with our plan for returning gradually to normal operations where possible, while still making use of the Government's Coronavirus Job Retention Scheme to aid our organisation's recovery.

**Your working pattern from [date]**

Your return to work on [date] will be on the following basis:

* Set out details of the employee's hours and patterns of work on their return. For example, you could:
	+ ask the employee to work their normal days, but on reduced hours each day;
	+ ask the employee to work on specific days during a split working week, for example if the employer is rotating staff on an "A team" and a "B team";
	+ rotate staff on a shift system; or
	+ rotate which staff are on furlough weekly or fortnightly.

During flexible furlough, you will work for us on reduced hours as set out above, while your salary is topped up via the Coronavirus Job Retention Scheme for the hours you are not working ("furloughed hours").

**During your furloughed hours**

You remain employed by us throughout your period of flexible furlough, including during your furloughed hours.

However, the rules of the Government's furlough scheme mean that it is very important that you do not do any work for us during your furloughed hours. However, this does not affect details of training that may be required, which can continue as normal during designated hours of furlough.

**What happens next**

Closer to your return date, we will be in touch to set out the arrangements for your first day back, including details of the safety measures we have put in place for your return.

While we are able to provide you with work from (INSERT DATE), please be aware that this will be kept under review, and we may have to place you on furlough again if current circumstances change. I do not envisage this being the case, however, if this does become necessary, you will return you to furlough on 80% of your normal pay.

As we begin our gradual return to normal operations where possible, I would like to thank you for your continued support during what has been a challenging and unusual time for us all.

Yours sincerely

**Name**

**Job Title**