*[Print on Employer’s Letterhead or insert Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

**Jury Service**

Thank you for advising us that you have been called up for jury service, which we understand is expected to last for up to <<insert number>> working days, from <<insert date>> to <<insert date>> . Before going on jury service, you must provide us with <<insert information required e.g. your court summons OR any other relevant documentation>>. Before going on jury service, please ensure that you take all the usual steps you would take for any planned absence e.g. annual leave. Please keep <<insert job title e.g. HR Manager>> advised as to the length of time that you expect to be absent from work for jury service.

**[**While on jury service, you will continue to be paid at your normal rate of pay and so you do not need to complete the Certificate of Loss of Earnings or Benefit that you should have received with your jury summons**].** **OR**

**[**While on jury service, you will continue to be paid at your normal rate of pay subject to the deduction of any monies received from the court in respect of loss of earnings. You should complete the Certificate of Loss of Earnings or Benefit that you should have received with your jury summons and return it to HM Courts and Tribunals Service. This will enable you to receive reimbursement for loss of earnings incurred due to being absent from work due to jury service**]. OR**

**[**The time off for jury service will be unpaid.You should complete the Certificate of Loss of Earnings or Benefit that you should have received with your jury summons and return it to HM Courts and Tribunals Service. This will enable you to receive reimbursement, up to a limit, for loss of earnings incurred due to being absent from work due to jury service**].**

If your services are not required for any part or whole court day, you will be expected to return to work for the remainder of the working day.

Please speak to me if you have any questions.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>