**Private and Confidential**

INSERT NAME

INSERT ADDRESS

INSERT DATE

Dear INSERT NAME,

**Request to be Furloughed**

I refer to (our conversation on INSERT DATE during/your email/letter\* on INSERT DATE in) which you asked to be "furloughed" under the Government's Coronavirus Job Retention Scheme.

The COVID-19 outbreak has resulted in many challenges for both our Company and the INSERT Sector, including (any major issues the organisation has faced). However, we are adapting to meet these challenges and are able to continue our operations and (remain open as an essential service/our staff are expected to continue to work, albeit from home).

We are unable to accept your request to be designated as a "furloughed worker" because there remains work for you to do, including (set out the employee's key duties).

(We have furloughed some staff (in specify roles or functions where fewer staff are needed). We did not take this decision lightly and it was based on our operational needs at this challenging time.)

We are keeping the situation under review and will update you as the coronavirus crisis unfolds in the coming weeks/months. You will be notified if the situation changes and it subsequently becomes necessary to place you on furlough.

We would like to thank you for your continued support during this difficult time.

If you have any queries or concerns, please do not hesitate to contact (me/ or insert name of individual and job role).

Yours sincerely

**INSERT NAME**

**INSERT JOB ROLE**