## **Private and Confidential**

INSERT NAME

INSERT ADDRESS

DATE

Dear NAME,

**Withdrawal of Contract of Employment**

You were due to commence work with us INSERT DATE in the position of an INSERT ROLE.

During our telephone call which took place on DATE, you updated me on your situation with your current employer, in particular that you have now being placed on furlough, through the Coronavirus Job Retention Scheme, and while on this scheme, you do not have their written consent to undertaken alternative employment.

You informed me that due to your continued employment with your current employer, you would unfortunately be unable to fulfil the contractual obligations we require from you to enable you to perform the essential functions of the role, for the foreseeable future.

Consequently, as discussed, I can confirm that we are no longer in a position to continue with your employment and must regretfully withdraw our contract of employment offer to you.

I would like to thank you for your interest in our Organisation.

Please call me if you have any questions on the content of this letter on INSERT TELEPHONE NUMBER.

Kind Regards

**INSERT NAME**

**INSERT JOB ROLE**