***PRINT ON HEADED PAPER***

**Private and Confidential**

Insert Name

Insert Address

DATE

Dear Insert Name,

**Flexible Furlough Scheme**

The new tier system implemented by the Scottish Government recently has necessitated a review of our operations. This review has been considered in line with the decision by the UK Government to extend the Coronavirus Job Retention Scheme until September 2021.

As a result, I can confirm that due to the current level of work available as a result of COVID-19, that as discussed, we propose to place you on the Government Flexible Furlough Scheme.

The period of flexible furlough will begin on INSERT DATE, and we are hopeful this period will be as short as possible, subject to government guidance and business needs, but could last up to September 2021. This will be kept under review and we will keep you updated as necessary.

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

Please take this letter as confirmation that you will be placed on flexible furlough on DATE, during this period you will be working Number of your contractual hours per week. You will be paid your normal rate of pay for any hours that you work from DATE. The remainder of your contracted hours will be paid at 80% of your normal rate of pay in accordance with the Flexible Furlough Scheme.

The following will also apply:

1. You will retain your continuous service with the company.

2. You may be eligible for unemployment benefits during this time. We recommend you contact the Local Job Centre for further information.

3. All contractual benefits will continue while employees are furloughed, unless otherwise agreed.

4. You should be available to commence work when requested to do so.

It is important to us that your transition into furlough and back to work goes as smoothly as possible. Therefore, if you have any questions or concerns regarding these transitions, please contact us.

I can also confirm that should you wish to obtain alternative work with another Company during the period of furlough you can do so, however, you must submit your request in writing for our consideration, prior to undertaking alternative employment. In this event, please ensure you do not share anything relating to your employment with us that is of a confidential nature.

We thank you for your understanding during this very difficult time, and greatly appreciate all of your contributions to the Company.  Our number one priority continues to be your welfare and we hope you and your family remain healthy during these unprecedented times.  I would be grateful if you could return the enclosed consent form to me by INSERT DATE.

Yours sincerely

**INSERT NAME**

**INSERT TITLE**

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I confirm that I agree to being placed on the Government Flexible Furlough Scheme from INSERT DATE.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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