***[On Letterheaded Paper]***

**Private and Confidential**

INSERT NAME

INSERT ADDRESS

DATE

Dear INSERT NAME,

**Re: Extension of Furlough**

I am writing further to our letter dated INSERT DATE, in which we laid out the details which would apply to you during your period of furlough under the Government’s Coronavirus Job Retention Scheme.

As we advised you previously, furlough for you commenced on INSERT DATE, and from this time, you were paid 100% of your normal contracted hours or salary.

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.

Unfortunately, having considered the situation, regarding the INSERT SECTOR at this time, there has been no change to Scottish Government legislation, and therefore, you will remain on furlough in accordance with current Scottish Government advice and guidance.

As outlined in our previous letter, you should now take this letter as notice of our intention to extend your period of furlough. We will continue to adhere to and comply with the Government’s Coronavirus Job Retention Scheme, which for you means, you will be paid 80% of your contracted hours or salary up to combined gross maximum of £2,500 per month.

We will continue to review the situation; however, I will reiterate that subject to Scottish Government guidance, that the period of furlough for you may last up to September 2021. We reserve the right to extend this date, if our business needs and Scottish Government advice require us to do so.

I can also remind you 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 that you adhere to the confidentiality and restrictive covenant clauses contained within your contract, and do not share anything relating to your employment with us, which is of a confidential nature. I will reiterate that you remain our employee, and therefore must be available to attend work with us when we request you to do so.

All other terms and conditions of employment including accrual of annual leave continuity of employment are not affected during the furlough period.

Once again, I would like to thank you for your understanding during this difficult time, and we will continue to update you on developments within the business as and when the situation becomes clearer.

Please do not hesitate to contact me if you have any queries on the content of this letter.

Yours sincerely

**INSERT NAME**

**INSERT JOB ROLE**