Date:

Dear

We refer to your contract of employment dated ……. and our meeting/discussion with you on …….. when we discussed proposed changes to your contract of employment.

As we explained, the Company is proposing to make changes to your contract of employment because of the ongoing Coronavirus outbreak, the disruption caused to the business and your health and wellbeing.

As we also discussed, the details of the proposed changes are as follows:

* With your express agreement, amend your employment status to that of a ‘furloughed worker’.
* This means you will not be required to attend or undertake any further work during the period of being a ‘furloughed worker’.
* You will receive 80% of your normal wages/salary during this period of time, in line with the government guidelines.  
  OR
* The first 80% will be payable from HMRC and the Company has agreed to contribute the other 20% meaning that you will receive 100% of your wages during this time.

Please note that your continuity of employment with the Company will not be affected by any change to your contract of employment.

With your express consent, we would like the proposed change(s) to take effect on ………..

In the circumstances, we would ask you to fully consider the proposed changes and, with this in mind, we would like to have a further meeting with you to discuss any questions or concerns that you might have. Can we therefore ask to you to meet/have a telephone discussion on ……… at …….. (time) at ……… (location).

Alternatively, you might wish to simply accept the proposed change(s) without the need for a further meeting. If this is the case, could you please signify your acceptance to the change(s) detailed above by signing a copy of this letter and returning it to ………. (name of contact).

Please be aware that the proposed changes will not be implemented without your express agreement.

Yours sincerely,

I hereby sign to give express consent to the proposed changes to my contract of employment as set out above:

Employee name……………………………………………………..

Employee Signature……………………………………………….

Date:…………………………………………………………………….