Dear [employee - please type your name],

**COVID-19: Furloughed Worker Status**

As you are aware, the worldwide spread of COVID-19 (commonly known as coronavirus) has had a major impact on our business UK Safety Management Ltd.

We have encouraged employees to follow NHS guidance in order to reduce or prevent the spread of the virus. However, we are now facing challenges as a business due to the present situation and lockdown being suggested.

We have therefore taken the very difficult decision to close our doors. We expect this to be on a temporary basis.

Under ordinary circumstances, we would look to lay off employees or make redundancies. However, with the recently announced government scheme to support businesses, we are able to keep employees on the payroll in order to reduce or prevent the need to take these steps.

Following our discussion on Tuesday 24th March 2020, I am writing to confirm our proposal that your status will change to that of a furloughed worker under the government’s Coronavirus Job Retention Scheme.

This would mean you remain an employee of the Company, however, you will not carry out any work for us. You would be entitled to receive up to 80% of your salary, subject to a maximum cap of £2,500 per month, during this time.

You will become a furloughed worker as of Wednesday 25th March 2020. This will be reviewed on a weekly basis and you will be kept informed of any changes to the period of leave.

We are taking this step in order to attempt to avoid the alternative of lay off without pay and/or making redundancies in the workforce.

Upon receipt of this letter, please sign below to confirm your agreement to this period of leave.

If you have any questions about this, please do not hesitate to contact me.

Thank you for your understanding during this difficult period.

Kind regards,

Julie Ambler

HR Manager

On behalf of UK Safety Management Ltd

I, ……………………………………………………………………………………………, agree to the period of leave beginning on Wednesday 25th March 2020 in line with the terms set out above.

Signed: ………………………………………………………….

Date: …………………………………………………………….