LETTER OF ELIGIBILITY THAT EMPLOYEE CANNOT WORK FROM HOME

Sample Letter

* Use the Furlough Navigator available in BrightHR to help you manage furlough in your organisation. Please speak with your Advice Consultant if you would like more information about this.
* This letter can be given to employees who are still to attend the workplace in accordance with the Regulations accompanying the national restrictions in England announced by the Prime Minister on 31 October 2020. They can produce it as evidence if questioned on why they are travelling.
* Employers in Scotland and Wales can also use this letter, although the guidance on going to the workplace where it is not ‘reasonably possible’ for the work to be done at home does not apply in Scotland and Wales.
* This letter should be put onto company branded letterhead.
* Our Face2Face service consists of a team of advocates equipped to conduct, or support and assist you to conduct, any face to face meeting you are undertaking with your staff. For further information please speak to your HR Expert.

(Date)

To Whom It May Concern

This is to certify that (***name of employee***) works for (***name of company/organisation***).

(***ENGLAND***)

The above-named employee works in the role of (***insert details***) for our company and it is not reasonably possible for the employee to work from home. This is because (***insert details***).

(***SCOTLAND/WALES***)

The above-named employee works in the role of (***insert details***) for our company which cannot be done from home. This is because (***insert details***).

Therefore, in accordance with Government’s rules on leaving the home and attending the workplace during the current coronavirus pandemic, this employee is permitted to work from our workplace.

They are also permitted to:

• travel to and from work

• travel on the [***company/organisation***]’s business

during the present coronavirus national emergency. If there are any enquiries about this, please contact (***insert name and contact details***)

We are following Government guidelines on ensuring appropriate social distancing measures are implemented in our workplace and also when employees are outside of our premises on business.

Yours sincerely,

(***Name and job title***)

\*delete/amend as appropriate