LETTER TO EXTEND A PERIOD OF FURLOUGH

Sample Letter

This letter must be transferred to your own letterhead, removing the title and all references to Peninsula and with all optional and personalised information completed.

* This letter can be used to inform employees that their period of furlough is being extended from that originally informed.
* Our Peninsula 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.

Need Further Advice?

**T: 0844 892 2772 E: advice@peninsula-uk.com W: peninsula-uk.com**

**(Date)**

Dear [Subject]

As you are aware, due to the coronavirus outbreak, it was necessary for the Company to seek your agreement to designate you as a “furloughed worker” in line with the Government’s Job Retention Scheme.

As confirmed in my letter to you of (***date***), you agreed to be designated as a furloughed worker and you were placed on furlough from (***date***) until (***date***).

I am writing to inform you that, due to (***insert reason for extension***), your period of furlough is to be extended. You will continue to be designated as a furloughed worker until (***date/indicate occurrence that will signify the end of the need to furlough***).

During this period, you will continue to receive (***80% of pay as outlined in our letter of (date)/100% of pay as outlined in our letter of (date), with 80% being covered by the grant available under the Job Retention Scheme in accordance with its rules, and the remainder being topped up by the Company****).*

The Company will keep your status as a ‘furloughed worker’ under continuous review and in the event that the position changes, you will be notified.

We appreciate that a continuing period of furlough may be unsettling for you, however, you remain an employee of the Company during this time and the extension is one of the measures we are utilising to help see the Company through this challenging period.

(***Delete as appropriate***)

I would like to remind you that you have access to a confidential telephone counselling service if you would like to talk to a trained counsellor about any worries that you may be having about the impact of coronavirus, whether work related or not. You can access this by (***insert***).

If you have any queries regarding the contents of this letter, please do not hesitate to contact me on (***insert details***).

Yours sincerely

[Firstname] [LastName]

\*delete/amend as appropriate