# **Letter confirming an extension to temporary furlough**

An employer can adapt this template to confirm an extension of temporary furlough, including flexible furlough, with employees and workers.

[See more about coronavirus and furlough on the Acas website](https://www.acas.org.uk/coronavirus).

Options for you to fill in this template are in [square brackets].

Dear [name of employee/worker],

As discussed with [name of HR/manager] on [date when your extension of [furlough/furloughed hours] was discussed], we need to extend your [period of furlough/furloughed hours] [for at least X week(s)] and we may continue to keep you on [furlough/furloughed hours] until [date].

Continuing to [be furloughed/have furloughed hours] means you will still be employed by us [although at a lower rate of pay]. You will not do any work for us during your [furlough/furloughed hours]. We can then use the government's Coronavirus Job Retention Scheme for your [furlough/furloughed hours].

If you agree to this extension of [furlough/furloughed hours], your contract of employment will be temporarily varied. Please sign the bottom of this page to confirm agreement.

To confirm, your period of furlough began on [date] and has now been extended to [date]. We will continue to review the situation and will keep you informed. We may need to extend your furlough again. As soon as we think we can get you back to your usual working hours, we will give you notice and will expect you to return to work immediately, unless agreed otherwise.

To summarise, this is how your furlough extension will continue:

1. Based on your [monthly/weekly] [wage/salary], while on [furlough/furloughed hours] we will pay you [amount per week].

This amounts to [set out how you’ve calculated the amount and how it complies with the Coronavirus Job Retention Scheme – for the hours the person is furloughed, it must be at least 80% of normal pay up to a cap of £2,500 a month].

This amount is subject to deductions for tax and national insurance in the usual way.

2. In addition to that [wage/salary], we will pay employer national insurance contributions and minimum automatic enrolment employer pension contributions on that [wage/salary].

3. Your contract of employment will continue with [name of employer], but the terms of the Coronavirus Job Retention Scheme require that you do not do any work for us during your [furlough/furloughed hours].

4. While your statutory rights are unaffected by this variation to your contract of employment, your contractual entitlements to pay and other financial benefits during the furlough period are limited to [those in points 1 and 2] [plus the following additional benefits: - list, if any].

If you have any questions about your entitlement to annual leave or any other of your rights or entitlements during this furlough extension, please direct those questions to [HR/manager].

Thank you for your ongoing flexibility.

Yours sincerely,

[name of employer]

Confirmation of agreement

We agree that the contract of employment between [name of employee/worker and name of employer] will be temporarily varied and that [name of employee/worker] will continue to be placed on [furlough/furloughed hours] on the terms set out in this letter.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee/worker)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employer)

Employee/worker contact details:

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_