DATE

**Extending your furlough**

Dear [ ]

As you know, it was necessary to furlough you under the Government's Coronavirus Job Retention Scheme from [date]. This involved you not carrying out any work for us [while continuing to pay you your normal pay/and reducing your pay to 80% of your normal pay] during your furlough.

**Your continued period of furlough**

It is necessary for us to keep you on furlough because of the ongoing [closure of your place of work/reduction in the need for your role/downturn in business].

As before, you will not be able to carry out any work for the company while on furlough. [However, we may ask you to undertake training on [details of training that may be required, plus details of payment for required training].

Please note, your remain an employee of the company during your period of furlough and your continuity of employment is not affected. Your annual leave continues to accrue in the normal way.

[Should you look to find alternative employment during furlough, we would like to remind you of clause [number] in your contract of employment requiring you to obtain our written consent before working for any other organisation.]

**Communication during your continued period of furlough**

We will continue to keep in touch with you to update you on developments, including the expected length of your period of furlough.

We also encourage you to keep in touch with your colleagues so that we can continue to support each other at this difficult time.

**What happens next**

We are keeping the situation under constant review, we remain determined to [reopen your place of work/reintroduce your role/see an upturn turn in business] once the situation has improved.

I would like to thank you for your continued support during this difficult time, and assure you that we will do all we can to return to normal working as soon as possible.

If you have any queries or concerns, please do not hesitate to contact [me/name of individual].

Yours sincerely,

[ ]