**Template letter**

To be sent on company headed notepaper.

Employee’s Name

Their home address

Date of writing letter

Dear (Insert name of employee)

I am writing following our notice of temporary closure to explain to you more about your rights as an employee during this period of work ‘suspension’.

There are certain criteria as advised from the HMRC in order to ensure a payment of 80% of your wages.

The first would be to inform you that we now identify you as a ‘furloughed’ worker. This is a definition which indicates a change of status to your existing employment contract and in order to do this, we would like to know at your earliest convenience any objections you have to this.

Another is that the business would either need to be temporarily closed or you will have been told there is no work for you.

The last is that it will be necessary to submit salary information to the HMRC online portal when it is open, hopefully in April 2020.

You will no doubt have many questions regarding this that you will need answering and we have provided a FAQ sheet for you to peruse.

Please contact me should you have any immediate questions directly and I will endeavour to help.

Yours sincerely,

*Sign your name here*

Type your name

Type your Job title