**Letter to agree flexible furlough**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name]

I write further to our discussion on [insert date] regarding your working on a part-time basis in accordance with the adjustments made to the Government’s Job Retention Scheme.

As you know, you were designated as a furloughed worker and agreed to cease all work for the company on [insert date], as confirmed in our letter to you of [insert date]. This letter also confirmed your agreement to receiving 80 per cent wage during the period of furlough.

Adjustments to the scheme from 1 July 2020 allow for a previously furloughed worker to work part-time hours whilst still being considered as furloughed for the remainder of their normal working hours. This is called ‘flexible furlough’. We would now like to provide you with part-time hours under the flexible furlough arrangement.

During our discussion, you agreed to work the following part-time hours with effect from [insert date]:

[insert details]

[Select from the paragraphs below and delete as appropriate]

You will be recorded as being on furlough for the remainder of your normal working hours. You agree to cease all work for the company outside of the hours set out above.

[OR]

During our discussion, you agreed to work part-time hours with effect from [insert date]. We agreed that we would notify you of the hours you would be required to work on a week-by-week basis [optional] but anticipate that in most weeks your working hours will adhere to the following pattern:

[insert details]

You will be recorded as being on furlough for the remainder of your normal working hours. You agree to cease all work for the company outside of the hours set out above.

You will receive full pay for the hours that you work. You agreed that, for the hours that you are on furlough, you will receive 80 per cent of your wages to a maximum cap of £2,500 per month pro-rated down to reflect the hours for which you are actually furloughed.

For example, if your part-time hours are 4 days per week instead of your normal 5 days, you will receive full pay for 4 days per week. For the remaining “furloughed” hours (1 day or 20 per cent of your normal hours), you will receive 80 per cent of your wages to a maximum of £500 per month (20% of £2,500).

You are therefore required to return to work on [insert date] on the hours set out above. We anticipate that this arrangement will last for [insert details]. However, we will keep this under continuous review and in the event that the position changes, you will be notified. At the present time I do not know when this will be, but I can assure you that the Company will continue to monitor the evolving situation very carefully.

We are doing everything we possibly can to ensure we are able to survive the challenges we are facing. We appreciate that this is a difficult period for everyone and I would like to thank you for your continued loyalty to the business.

[Optional] 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 details].

If you have any queries about the contents of this letter, please do not hesitate to contact me.

Yours sincerely

[Insert name]

[Insert job title]