Dear[Employee Name]

**RETURN FROM FURLOUGH LEAVE**

As you know, in view of the impact of Covid-19 on the Company, it was necessary to place you on Furlough Leave under the Coronavirus Job Retention Scheme (as extended, and which we now refer to as the Extended CJRS) from [date] [*IF YOU HAD SPECIFIED A RETURN DATE IN THE EMPLOYEE’S FURLOUGH AGREEMENT:* to [date]].

As agreed in our letter of [date], during your Furlough Leave you have not carried out any work for us and your normal entitlement to pay under your terms and conditions of employment has been suspended, with us instead paying you 80% of your pay up to a maximum of £2,500 per month, calculated in accordance with the terms of the Extended CJRS (your Furlough Pay).

*NOTE: We have assumed here that you did not top up the employee’s pay during their Furlough Leave above the amount that you were required to pay them under the terms of the Extended CJRS. If you did top up pay, you will need to tailor the wording of this letter relating to Furlough Pay accordingly.*

We are grateful for your understanding and cooperation during this difficult time. Your agreement to be placed on Furlough Leave and to receive Furlough Pay has allowed us to [*INSERT details of how furlough has helped, e.g.* safeguard the business in a time of reduced demand, save employment costs and avoid/reduce the need for redundancies].

**Returning to work**

[*EITHER:* We are pleased to inform you that due to [the reopening of your place of work/an increased need for your role/an upturn in business], we now need you to resume work on your normal contracted hours and at your usual rate of pay from [date].] [*OR, IF YOU HAD SPECIFIED A RETURN DATE IN THE EMPLOYEE’S FURLOUGH AGREEMENT:* We are pleased to confirm that you will be resuming work on your normal contracted hours and at your usual rate of pay from [date].]

*NOTE: We have provided here for employees to return to work on their normal hours and pay. If you have some work for employees to do but have not yet returned to full production volumes, and wish to bring employees back from full furlough to work on a part-time basis, you could agree with them that they should move onto flexible furlough under the Extended CJRS (which is set to remain available until 30 April 2021). Employees on flexible furlough are entitled to be paid at their normal contractual rate for the hours that they work and receive furlough pay for the portion of their ‘usual hours’ that they are not required to work. If you wish to move employees onto flexible furlough, you can use our template flexible furlough letter, which is available on our website.*

You are required to [attend your place of work/recommence working, albeit remotely from home] at [*employee's normal start time*] on [date].

[*IF RETURNING TO THE WORKPLACE:* **At the workplace**

We have implemented the following social distancing measures at the workplace to ensure the safety of all staff: [*insert details*]. You will be provided with training on these measures when you first report for work.

*NOTE: The Government has provided guidance on safe methods of working. We have suggested here that you list relevant social distancing measures, etc. that you have in place for returning employees and that you provide training on these measures on an employee’s first day back. We discuss the guidance applicable to manufacturers in the Coronavirus FAQs on ‘Health and safety measures’, which are available on our website.*

It is essential that you do **not** return to the workplace if you are required to self-isolate in accordance with Government guidance because you or a member of your household or support bubble have tested positive for or have symptoms of Covid-19, you have been advised to self-isolate under the NHS test and trace programme, or you are required to self-isolate under the quarantine rules following your return from overseas travel.

If you are unable to return to work because you must self-isolate, you must inform us as soon as reasonably practicable. Please contact [name, position] on [contact details] ASAP.]

*NOTE: Employees who have been on furlough may not have reported to you that they are self-isolating because they or a member of their household or support bubble have tested positive for or have symptoms of Covid-19, because they have been advised to self-isolate under the NHS test and trace programme, or because they must self-isolate under the quarantine rules on return from overseas travel. We have provided here that an employee in this situation must not return to the workplace and must inform you that they are required to self-isolate. This reflects the law on self-isolation requirements – for further information, including on the potential for employees and employers to be subject to fines if they breach the law, see the Coronavirus FAQs on ‘Employees unable or unwilling to attend work’ and ‘Managing employees during the pandemic’, which are available on our website.*

*If the reason an employee is unable to return is that they are required to self-isolate, you could consider keeping the employee on furlough during their self-isolation and discussing the possibility of a return to work thereafter, if the Company’s circumstances allow. This may not always be possible, e.g. you may be unable to bring the employee back from furlough once their self-isolation is over if you are only bringing back some of the workforce and you have had to pick someone else to replace this employee during their self-isolation. Note, however, that there is a risk that employees who are keen to return to work and full pay may not inform you that they should be self-isolating. Seek advice on how best to proceed if you think an employee is concealing that they are required to self-isolate.*

*Equally, seek advice if an employee expresses concern about returning to work for another reason, for example, on the grounds of health and safety.*

[*IF WORKING FROM HOME:* **Home working**

In the current circumstances of the Covid-19 pandemic, we require you to work from home on a temporary basis. We enclose a copy of our Homeworking Policy for your information, although please be aware that some aspects of it will not be relevant to you as you are not a permanent home-worker. Please contact [name, position] on [contact details] to discuss any questions you may have about equipment and setup for working remotely.]

*NOTE: If you are ending an employee’s Furlough Leave and requiring them to work from home when they are not usually a home worker, or when they were not working from home before their period of Furlough Leave, you will need to provide information on what is expected of them – we have suggested enclosing a copy of your company’s Homeworking Policy. You may also need to provide additional equipment and/or offer guidance on setting up equipment or a home workstation.*

[*IF YOU MIGHT FURLOUGH EMPLOYEES AGAIN:* **Possibility of further furlough**

Although we do now have work for you to do, please be aware that our recovery is still in its early stages and it is possible that we may have to place you on Furlough Leave and Furlough Pay again, or move you onto reduced working hours on Flexible Furlough, if circumstances change. If this is necessary, we will seek your agreement at the relevant time.]

I would like to thank you for your continued support for the Company. If you have any queries or concerns, please contact [name/position] on [contact details].

Kind regards

[Name, position]