



[Address]
[date-107]

Dear [EmployeeTitle] [FullName],

I refer to our meeting held on 20th March in which we discussed problems facing our company and in particular how the significant fall in business has affected Estabulo. After full consideration of this and examining all possible options, unfortunately as discussed, the company at this stage must take the step of placing you on Furlough for the foreseeable future. Therefore, you will be classed as a Furloughed Worker.

During the period of Furlough, you will be entitled to receive 80% of your salary / wage up to a maximum of £2,500 per month and are not to undertake any work. Should you find alternative employment during a period of Furlough, the period of furlough will end. Therefore, you should follow formal resignation procedure in line with your contract of employment.

Please ensure that we have your current contact details as we will endeavour to contact you on a monthly basis to advise you of the company's position.

Should this scheme cease at any point we will update you. Should you have any questions regarding this matter please do not hesitate to contact me. This is a formal change to your existing terms and conditions of employment. All other conditions will remain the same.

Yours sincerely
Rob Campbell

A handwritten signature in black ink, appearing to read "Rob Campbell". The signature is stylized with a large, looped 'R' and a cursive 'Campbell'.

For and on behalf of the employer:

Rob Campbell
[date-107]

A handwritten signature in black ink, appearing to read 'Rob Campbell', written in a cursive style.

I acknowledge receipt of this amendment:

[FullName]
[date-107]

