



This **Coronavirus Job Retention Scheme and Furloughing Staff Letter** should be used to explain an employer's plan to furlough staff in response to the coronavirus (COVID-19) pandemic and pay them funds through the Coronavirus Job Retention Scheme.

On 20 March, the Chancellor announced a range of support measures for employers affected by the coronavirus (COVID-19) pandemic, including grants available under the Coronavirus Job Retention Scheme. Details of available support can be found [here](#).

The scheme is intended to support employers to continue paying employees who would otherwise be made redundant or put on an unpaid period of lay-off during this crisis. In order to qualify for the Coronavirus Job Retention Scheme, employers will need to:

- - Designate affected employees as 'furloughed workers', and notify employees of this change; and
- - Submit information to HM Revenue and Customs (HMRC) about the employees that have been furloughed and their earnings through a new online portal.

The scheme is backdated to March 1 and will be open for at least 3 months.

HMRC will reimburse 80% of furloughed workers wage costs, up to a cap of £2,500 per month (£30,000 pa). Employers can choose to top up the remaining 20% of salary but there is no requirement to do so.

As explained in this letter, the employer will have to seek the employee's agreement to place them on furlough leave.

This Coronavirus Job Retention Scheme and Furloughing Staff Letter is in open format. Either enter the requisite details in the highlighted fields or adjust the wording to suit your purposes.