

[PRINT ON YOUR COMPANY LETTERHEAD]

[NAME]

[ADDRESS]

Dear [NAME]

RE: Notice of Furlough Termination

I am writing to inform you that the current period of your furlough will soon terminate. The last day of your current furlough period will be [DATE] and you should return to work on the following day [for TIME start].

With furlough termination, the terms of your employment will revert to the terms subsisting immediately prior to commencement of your current furlough period. It is not feasible to arrange working from home for your job role [on which we previously consulted with you].

We must remind you that the COVID-19 pandemic is still ongoing and whilst at work you must strictly follow [the Government guidance on protecting against coronavirus in the workplace [available at <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others#going-to-work>] OR the policies and procedures the company has implemented in view of the COVID-19 pandemic [a copy of which is enclosed OR available NAME OR can be requested from NAME OR the following procedures LIST].

[Further, in response to the ongoing COVID-19 pandemic, the following changes were introduced during your current furlough: LIST]

If you have any queries regarding termination of your furlough, please contact [NAME].

Yours sincerely,

[NAME]

[POSITION]