

Draft end furlough letter

An employer can adapt this template to confirm a return to work from temporary furlough with employees and workers.

Instructions or options to fill in this template are in [square brackets].

Dear [name of employee/worker]

As discussed with [name of HR/manager] on [date when return from furlough was discussed with employee/worker], we are happy to be able to end your period of furlough.

[Note: use option A or B.]

- A. This means that you will need to return to the workplace on [insert date].
- B. This means that you will start working from home from [insert date].

[We have taken the following steps to protect your health and safety when you return...]

After you return to work, your pay will be restored to your full/contractual pay.

Your annual holiday year runs from [insert date] until [insert date] and you have [insert holiday days left]. Please book holiday in the usual way.

If you have any concerns or questions, you should speak to [name of HR/Manager] as soon as possible to help us resolve them.

Thank you for your flexibility during these difficult times.

Yours sincerely

[name of employer]