

## Request for furlough leave

I appreciate this is a difficult time for all of us.

I understand that [EMPLOYER NAME] does not currently want me to come in to work, owing to the current pandemic. My role does not allow me to work at home.

I am a PAYE employee for the purposes of 'Furlough Leave'. As such, I have no objection to you placing me on *Furlough Leave*. Please can you confirm you agree I should be 'Furloughed' and that you will inform HMRC I have been placed on Furlough Leave as soon as their online portal is operating.

If you believe we need to amend the contract of employment in order for you to comply with this, then please send me a draft to review in the first instance.

Yours sincerely

[NAME]

[DATE]