[ON COMPANY NOTEPAPER / EMAIL]

*[DRAFT <description>]*

<NAME & ADDRESS>

<DATE>

Dear <Name>

**Re: Notice to end Furlough**

We are happy to be able to end your period of furlough.

[This means that you will need to return to the workplace on <insert date>.] OR [This means that you will start working from home from <insert date>.]

[For details of the steps we are taking to protect your health and safety when you return please see the risk assessment [attached] OR [linked on our website here <insert link>].

Upon your return to work, your pay will return to [your full contractual pay] OR [your contractual pay as amended with your agreement].

If you have any concerns or questions, you should speak to your manager as soon as possible to help us resolve them.

Thank you for your flexibility during these difficult times.

Yours sincerely,

**<Name>**

**<Job Title>**

[Enc: Risk Assessment]