Dear ………….

The COVID 19 Pandemic is resulting in an unprecedented and challenging time for the UK’s health, wellbeing, economy and (enter salon name). As a result of this and to protect the companies health and future we would like to request the following:

The company requests you to take one week’s paid holiday which will be paid at a rate of 100%. This letter is deemed the 2 weeks’ notice for the above stipulated holiday request (holiday to commence 11th May 2020). After this time (and if required by the company and the UK Government guidelines) you will divert back to Furlough leave once again until we are able to open.

As you are aware you will still accrue holiday whilst on Furlough leave.

Due to the circumstances we are unable to advise how long you will be on furlough for and how long the salon will need to remain closed, therefore to balance this uncertainty we feel the need to take this step in order to protect and secure everyone’s interests in the future of the business.

This letter is within the terms of ACAS, if you would like more information or any further clarification on this then please contact myself.

All the best and look forward to seeing you all soon when the time is right.

Stay safe.

Signed

(the salon)