



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Working hours

In terms of your work as a flexible furlough worker, with effect from 12th October, we would like you to work as follows:

- 8.00am to 430pm Monday to Wednesday.

However, these are unpredictable times and we will need to keep these working hours under review.

This process does not affect your continuity of service with the Company, nor does it break your employment in any way.

I know this is a very worrying and uncertain time for many reasons and we will do all we can during this time to generate work. I am of course always available if you want to talk anything through. I obviously hope we can return to normal hours as soon as possible, but I will keep you informed of any changes or developments. I would like to thank you for your support during this difficult period.

If you have any queries relating to this letter, please do not hesitate to contact me and I will endeavour to answer any questions that you raise.

Yours sincerely

Martin O'Brien
Director

I agree to the contents of this letter and in particular to being placed on 'flexible furlough' under the conditions detailed in this letter from 12th October until 31 October 2020.

SIGNED

DATED *12/10/20*

JMS Specialist Joinery Ltd.

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