



SPECIALIST JOINERY LIMITED

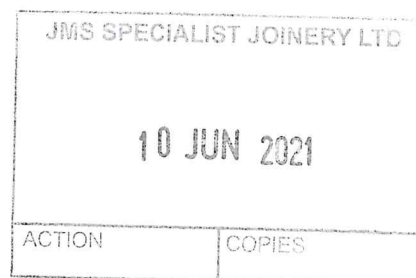
Bespoke Specialists in all Hardwood & Softwood Joinery



John Gould
1 Eagle Close
Whitestone
Nuneaton CV11 6TL

30th March 2021

Dear John,



On 2nd November 2020 we placed you on flexible furlough under the Coronavirus Job Retention Scheme ("the Scheme"), with your agreement, as the social restrictions caused by the coronavirus meant we did not have the work within the business to maintain current staffing levels. The terms of the Scheme were set out in our letter dated 3rd November and your agreement is dated 8th November 2020. You returned to normal hours on 8th February 2021.

Unfortunately, the workload at JMS has worsened since then and we have no alternative but to close factory operations temporarily and place staff on furlough.

As such, we have now agreed to re-furlough you on flexible furlough from 1st April 2021 on the same conditions as previously set out, until we remove you or the government ends the Scheme, whichever is the earlier. This is in order to avoid layoffs/short time working and/or making staff redundant. For our records, I would be grateful if you could sign the attached copy of this letter to confirm your receipt of this letter and return this to me.

Under flexible furlough, as before, where there is no work available, you will be fully furloughed and will receive 80% of your normal wages as furlough pay, up to the usual limit of £2,500 per month. Usual tax and employee National Insurance will be deducted from furlough pay, as well as pension contributions.

If for any reason, you can't go onto the Scheme then as before, we would have to class the absence as lay off.

In terms of your work schedule your work will be as follows:

- 2 days per week, days to be agreed.

For the avoidance of doubt, there is no longer a requirement that a period without work should be three weeks or more.

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, within the government restrictions. 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.

Unit B, Bourne End, Kineton Road, Southam, Warks CV47 0NA

Tel: 01926 813 813 Fax: 01926 812 777

admin@jmsjoineryltd.co.uk www.jmsspecialistjoinery.com



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 confirm receipt of this letter, which sets out the agreement made on 30th March between the company and myself

SIGNED



DATED

08/06/2021



SPECIALIST JOINERY LIMITED

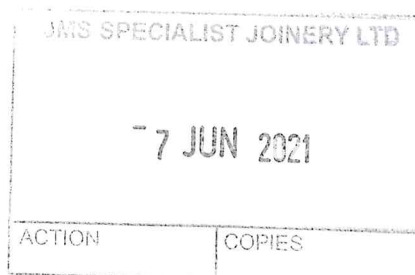
Bespoke Specialists in all Hardwood & Softwood Joinery



Andrew Holdham
19 Middlefield Drive
Binley
Coventry CV3 2UZ

30th March 2021

Dear Andrew,



On 2nd November 2020 we placed you on flexible furlough under the Coronavirus Job Retention Scheme ("the Scheme"), with your agreement, as the social restrictions caused by the coronavirus meant we did not have the work within the business to maintain current staffing levels. The terms of the Scheme were set out in our letter dated 3rd November 2020 and your agreement is dated 10th November 2020. You then returned to work full time on 8th February 2021.

Unfortunately, the workload at JMS has worsened since then and we have no alternative but to close the factory temporarily and place all staff on furlough.

As such, we have now agreed to re-furlough you from 1st April 2021 on the same conditions as previously set out, until we remove you or the government ends the Scheme, whichever is the earlier. This is in order to avoid layoffs/short time working and/or making staff redundant. For our records, I would be grateful if you could sign the attached copy of this letter to confirm your receipt of this letter and return this to me.

Under furlough, as before, you will receive 80% of your normal wages as furlough pay, up to the usual limit of £2,500 per month. Usual tax and employee National Insurance contributions will be deducted from furlough pay, as well as pension contributions.

If for any reason, you can't go onto the Scheme then as before, we would have to class the absence as lay off.

For the avoidance of doubt, there is no longer a requirement that a period without work should be three weeks or more.

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, within the government restrictions. 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.

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Yours sincerely



Martin O'Brien
Director

I confirm receipt of this letter, which sets out the agreement made on 30th March between the company and myself

SIGNED 

DATED 7th JUNE 2021



SPECIALIST JOINERY LIMITED

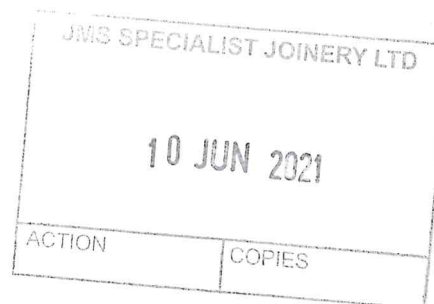
Bespoke Specialists in all Hardwood & Softwood Joinery



Kevin Leek
114 Stratford Road
Warwick CV34 6BQ

30th March 2021

Dear Kevin,



On 8th March 2021 we placed you on flexible furlough under the Coronavirus Job Retention Scheme ("the Scheme"), with your agreement, as the social restrictions caused by the coronavirus meant we did not have the work within the business to maintain current staffing levels. The terms of the Scheme were set out in our letter dated 4th March 2021 and your agreement was dated 15th March 2021.

Unfortunately, the workload at JMS has worsened since then and we have no alternative but to close the factory temporarily and place all staff on furlough.

As such, we have now agreed to re-furlough you from 1st April 2021 on the same conditions as previously set out, until we remove you or the government ends the Scheme, whichever is the earlier. This is in order to avoid layoffs/short time working and/or making staff redundant. For our records, I would be grateful if you could sign the attached copy of this letter to confirm your receipt of this letter and return this to me.

Under furlough, as before, you will receive 80% of your normal wages as furlough pay, up to the usual limit of £2,500 per month. Usual tax and employee National Insurance contributions will be deducted from furlough pay, as well as pension contributions.

If for any reason, you can't go onto the Scheme then as before, we would have to class the absence as lay off.

For the avoidance of doubt, there is no longer a requirement that a period without work should be three weeks or more.

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, within the government restrictions. 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

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I confirm receipt of this letter, which sets out the agreement made on 30th March between the company and myself

SIGNED 

DATED 31/3/21



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Malcolm Taylor
15 Thornton Close
Woodloes Park
Warwick CV34 5XU

30th March 2021

Dear Malcolm,

On 8th March 2021 we placed you on flexible furlough under the Coronavirus Job Retention Scheme ("the Scheme"), with your agreement, as the social restrictions caused by the coronavirus meant we did not have the work within the business to maintain current staffing levels. The terms of the Scheme were set out in our letter dated 4th March 2021 and your agreement was dated 15th March 2021.

Unfortunately, the workload at JMS has worsened since then and we have no alternative but to close the factory temporarily and place all staff on furlough.

As such, we have now agreed to re-furlough you from 1st April 2021 on the same conditions as previously set out, until we remove you or the government ends the Scheme, whichever is the earlier. This is in order to avoid layoffs/short time working and/or making staff redundant. For our records, I would be grateful if you could sign the attached copy of this letter to confirm your receipt of this letter and return this to me.

Under furlough, as before, you will receive 80% of your normal wages as furlough pay, up to the usual limit of £2,500 per month. Usual tax and employee National Insurance contributions will be deducted from furlough pay, as well as pension contributions.

If for any reason, you can't go onto the Scheme then as before, we would have to class the absence as lay off.

For the avoidance of doubt, there is no longer a requirement that a period without work should be three weeks or more.

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, within the government restrictions. 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

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Director

I confirm receipt of this letter, which sets out the agreement made on 30th March between the company and myself

SIGNED Malcolm Taylor

DATED 1st April 21



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Stephen Wright
9 Alan Dale Avenue
Eastern Green
Coventry CV5 7FU

30th March 2021

Dear Stephen,

On 15th March 2021 we placed you on flexible furlough under the Coronavirus Job Retention Scheme ("the Scheme"), with your agreement, as the social restrictions caused by the coronavirus meant we did not have the work within the business to maintain current staffing levels. The terms of the Scheme were set out in our letter dated 12th March 2021.

Unfortunately, the workload at JMS has worsened since then and we have no alternative but to close the factory temporarily and place all staff on furlough.

As such, we have now agreed to re-furlough you from 1st April 2021 on the same conditions as previously set out, until we remove you or the government ends the Scheme, whichever is the earlier. This is in order to avoid layoffs/short time working and/or making staff redundant. For our records, I would be grateful if you could sign the attached copy of this letter to confirm your receipt of this letter and return this to me.

Under furlough, as before, you will receive 80% of your normal wages as furlough pay, up to the usual limit of £2,500 per month. Usual tax and employee National Insurance contributions will be deducted from furlough pay, as well as pension contributions.

If for any reason, you can't go onto the Scheme then as before, we would have to class the absence as lay off.

For the avoidance of doubt, there is no longer a requirement that a period without work should be three weeks or more.

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, within the government restrictions. 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



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I confirm receipt of this letter, which sets out the agreement made on 30th March between the company and myself

SIGNED 

DATED..... 1.4.21