



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Andrew Barlow
14 Grange Farm Drive
Stockton
Warcs CV47 8FT

30th March 2021

Dear Andrew,

On 18th January 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 11th January 2021 and your agreement is dated 2nd February 2021. 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..... 30/04/2021



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Ian Caldecott
14 Bridge Street
Rugby CV21 3NR

30th March 2021

Dear Ian,

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 is 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.

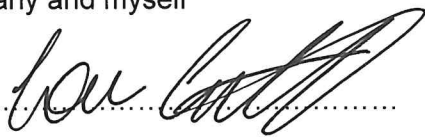
Yours sincerely

Martin O'Brien
Director

JMS Specialist Joinery Ltd.
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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 15.6.21



SPECIALIST JOINERY LIMITED

Bespoke Specialists in all Hardwood & Softwood Joinery



Arron Hammond
20 Stretton Crescent
Whitnash
Leamington Spa CV31 2PH

30th March 2021

Dear Arron,

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 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.

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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 3/5/2021



SPECIALIST JOINERY LIMITED

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Glyn Ward
67 Fleet Crescent
Hilmorton
Rugby CV21 4BG

30th March 2021

Dear Glyn,

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 16th 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

A handwritten signature in dark ink, consisting of several overlapping, stylized strokes, positioned over a dotted line.

DATED

15 JUNE 21