Your address and contact details

Employer name and address

Date

Dear XXX,

The Covid-19 crisis has left many PAYE freelancers like me out of work, but some of us are eligible for 80% of our wages through the Government’s Job Retention Scheme – see http://bit.ly/gov-wage-costs-guidance

The Government has issued guidance that if you were on the payroll of an organisation on 28 February 2020, and were then laid off or your contract ended either as a result of the pandemic or any other reason, then this organisation can rehire then furlough you. The Job Retention Scheme will then provide the company with a grant covering 80% of the wages of their furloughed workers. The Government has also released the guidance that fixed term contracts can be extended for the purpose of being furloughed.

https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme

If you have not already done so, I urge you to make an application to HMRC for the Job Retention Scheme and to make use of the support available on behalf of people like me. The situation is unprecedented, and nobody knows how long it will continue.

Our industry has drawn its success from the fact that it has a ready and willing freelance workforce, and unlike most permanent PAYE employees, without your help, we will be left without any financial support during this crisis.

Without work, many of us do not have the financial means to support ourselves and I would be very grateful if you, a qualifying employer, would be able to help me and make use of the benefits made available by the government.

Many thanks,

XXX