

4 December 2020

Dear Colleague,

**ColegauCymru Furlough**

ColegauCymru will be implementing a period of full furlough for the whole team from **Thursday 10 December 2020 to Monday 18 January 2021**.

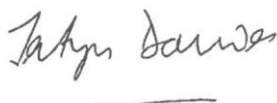
During this time ColegauCymru staff will be unable to work and will therefore not be carrying out their usual duties or responding to any enquiries received.

Due to the nature of the time of year, we believe that the decision to furlough our staff over the generally quiet Christmas period means that the minimum disruption and inconvenience will be felt by our stakeholders. The period also covers a two-week window where ColegauCymru would ordinarily close its operation for the Christmas break.

From 18 January 2021, we will resume a limited service as we engage in a flexible furlough programme for the period up until 31 March 2021.

We sincerely apologise for any inconvenience that this may cause you and your organisation and encourage you to contact me with any concerns you may have at your earliest convenience.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Iestyn Davies', with a horizontal line underneath.

Iestyn Davies  
**Chief Executive**

Unit 7 Cae Gwyrdd  
Greenmeadow Springs  
Tongwynlais, Cardiff  
CF15 7AB