

**23rd March 2020**



Dear Client,

As you are all undoubtedly aware, we will be experiencing unprecedented changes to our daily lives and routines resulting from the rapid spread of the coronavirus. We are implementing procedures in order to support our clients the best we can, it is our intention to send regular e-mail to our clients with information that we believe will assist over the coming days and weeks. We will aim to provide as much relevant information as possible on how to deal with employees, taxes

In accordance with Government guidelines, we are attempting to minimise contact with clients and kindly request you to contact us by telephone or e-mail rather than calling in person at our offices.

We have a reduced number of staff physically present at our office. Many of our staff are working remotely from their homes. We are all fully contactable by e-mail. Alternatively, you can telephone our switchboard and we will pass a message to the respective member of staff.

If we are forced to close the office, we will be providing alternative contact numbers to ensure that we will always be able to contact us to discuss any urgent matter.

(If you do not want to receive further e-mails, can you please contact us on 01792 643311 or [info@hrharris.co.uk](mailto:info@hrharris.co.uk) and we will remove you from our mailing list.)