[Company Letterhead]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Temporary Furlough and Benefits Continuation

Dear [Employee Name],

As discussed, due to [Reason for Furlough], your position is being placed on a temporary furlough effective [Start Date]. We anticipate this furlough to last until approximately [Expected End Date], though this is subject to change based on business needs.

During this period of temporary leave, we are pleased to inform you that your core benefits will continue as follows:

Health, Dental, and Vision Insurance:
The company will continue to maintain your current coverage. [Company Name] will pay [Percentage]% of the premiums. You remain responsible for your portion of the premiums, which is $[Amount] per [Pay Period]. Please submit payment via [Method of Payment] by the [Date] of each month.

Life and Disability Insurance:
Your life insurance and disability coverage will remain in effect through [Date].

Retirement Plans (401k):
Contributions will pause during the furlough as there will be no active payroll. However, your existing balance will remain in the plan according to the plan's terms.

Paid Time Off (PTO):
Your PTO balance will be [frozen/available for use] during this time. Accruals will [continue/stop] until you return to active status.

Unemployment Benefits:
You may be eligible for unemployment insurance benefits during this furlough. You should contact the [State] Department of Labor to file a claim.

Please contact the Human Resources department at [Phone Number] or [Email Address] if you have questions regarding your specific coverage or payment arrangements.

We value your contributions and look forward to your return to the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]