

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

[Date]

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

Subject: Notice of Temporary Furlough and Benefits Information

Dear [Employee Name],

I am writing to inform you that [Company Name] is implementing a temporary furlough due to [reason for furlough, e.g., seasonal slowdown/economic conditions]. As a result, your position is being placed on furlough effective [Start Date]. At this time, we anticipate the furlough will last until approximately [Expected Return Date], though this is subject to change based on business needs.

Status of Employment

During this period, you remain an employee of [Company Name], but you are not permitted to perform any work-related tasks or log into company systems. This is not a permanent termination of employment.

Compensation and Unemployment

Your final paycheck for hours worked through [Last Day Worked] will be issued on [Pay Date]. You may be eligible for unemployment insurance benefits during this period. We encourage you to contact the [State] Department of Labor to file a claim.

Health and Welfare Benefits

Despite the furlough, the company will continue to provide benefit coverage as follows:

- **Medical, Dental, and Vision:** Your coverage will remain active through [End Date or "the duration of the furlough"].
- **Premium Payments:** [Explain how premiums will be paid, e.g., "The company will cover the employee portion" or "You are required to mail a check for your portion by the 1st of each month"].
- **Retirement/401(k):** Contributions will cease while you are in a non-pay status.

Paid Time Off (PTO)

[Insert policy, e.g., "You may/may not use accrued PTO to supplement your income during this time."] Your accrued balances will remain on record for your return.

Next Steps

We will stay in contact with you regarding your return-to-work date. Please ensure that we have

your current personal email and phone number on file. If you have questions regarding your benefits or this notice, please contact [HR Contact Name] at [Phone Number/Email].

We appreciate your contributions to [Company Name] and look forward to your return.

Sincerely,

[Signature]
[Name of Sender]
[Title]