

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

[Date]

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

Re: Notice of Seasonal Furlough and Benefits Continuation

Dear [Employee Name],

This letter is to formally notify you that your seasonal furlough period will begin on [Start Date] and is expected to conclude on [End Date]. During this temporary leave, your employment status will remain active, though you will be in a non-pay status.

Regarding your benefits, [Company Name] has elected to continue your coverage as follows:

1. Health, Dental, and Vision Insurance: Your current insurance plans will remain in effect during the furlough period. To maintain coverage, you are responsible for your portion of the premium payments. [Insert instructions on how to pay, e.g., "Please mail a check to HR monthly" or "These will be deducted from your first paycheck upon return"].

2. Life and Disability Insurance: [Specify if these continue or are suspended].

3. Retirement Contributions (401k): Contributions will cease during the furlough as there are no earnings from which to withhold. Your existing balance will remain in the plan.

4. Paid Time Off (PTO): Your PTO balance will [be frozen / continue to accrue] during this period. You [are / are not] permitted to use accrued PTO during the furlough.

Please contact the Human Resources Department at [Phone Number] or [Email Address] if you have any questions regarding your specific benefit plan or payment arrangements.

We value your contributions to [Company Name] and look forward to your return on [Expected Return Date].

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]