

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

[Date]

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

Re: Continuation of Benefits During Furlough Period

Dear [Employee Name],

Due to unexpected economic conditions, [Company Name] has placed you on a temporary furlough effective [Start Date]. We understand the financial strain this may cause and are writing to inform you of the status of your employee benefits during this period.

Health and Welfare Benefits

To support you during this hardship, the company has decided to continue your enrollment in the following plans: [List benefits, e.g., Medical, Dental, Vision]. The company will continue to pay the employer portion of the premiums through [End Date or "the duration of the furlough"].

Premium Payments

Regarding your required employee contributions:

- [Option A: The company will waive your portion of the premiums during this period.]
- [Option B: Your portion of the premiums will be deferred and deducted from your future paychecks once you return to work.]
- [Option C: You are required to pay your portion of the premiums via check by the [Date] of each month.]

Retirement and Other Benefits

Please be advised that [401k contributions/Life Insurance/etc.] will be handled as follows: [Insert specific details regarding other benefits].

Point of Contact

We value your contributions to the team and look forward to your return. If you have questions regarding your coverage or specific hardship programs, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Sender]
[Title]