

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

[Date]

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

Subject: Extension of Health Insurance Coverage During Furlough

Dear [Employee Name],

Following our recent communication regarding your furlough starting on [Start Date], we are writing to provide you with important information regarding your health insurance benefits.

We are pleased to inform you that [Company Name] has decided to extend your health insurance coverage through [End Date of Coverage]. During this period, the company will continue to pay the employer portion of your insurance premiums for the following plans:

- [Medical Insurance Plan Name]
- [Dental Insurance Plan Name]
- [Vision Insurance Plan Name]

Regarding your employee contribution, please be advised of the following:

[Option 1: Company pays 100% of premium during furlough]

The company will cover 100% of your premium costs during this extension period. No payment is required from you at this time.

[Option 2: Employee must pay their portion via check]

You are still responsible for your portion of the premium in the amount of \$[Amount] per [Month/Pay Period]. Please send a check made payable to [Company Name] to the HR department by the [Day] of each month.

[Option 3: Arrears/Catch-up payments]

The company will advance your portion of the premiums during the furlough. Upon your return to work, these missed contributions will be deducted from your future paychecks until the balance is paid in full.

Please note that if the furlough extends beyond [End Date of Coverage], you may be eligible for COBRA continuation coverage. You will receive a separate notice regarding COBRA rights if that becomes necessary.

If you have any questions regarding your benefits or this extension, please contact [HR Representative Name] at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Sender Title]