

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Subject: Notification of Paid Time Off (PTO) Payout During Furlough

Dear [Employee Name],

As previously communicated, your employment with [Company Name] has been placed on furlough effective [Furlough Start Date].

In accordance with [Company Policy / State Law], the company will be paying out your accrued and unused Paid Time Off (PTO) balance. This payment is intended to provide financial support during this period of leave.

The details of your payout are as follows:

- **Accrued PTO Balance:** [Number of Hours] hours
- **Gross Payout Amount:** \$[Amount]
- **Payment Date:** [Date]

This payment will be processed via [Direct Deposit / Check] and is subject to standard payroll tax withholdings. Please note that this payout does not change your current furlough status or your anticipated return-to-work date of [Return Date, if applicable].

If you have questions regarding your benefits, 401(k), or unemployment eligibility, please contact the Human Resources Department at [Phone Number] or [Email Address].

Thank you for your continued patience and contributions to [Company Name].

Sincerely,

[Sender Name]

[Title]

[Company Name]