

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Partial Furlough and Benefits Adjustment

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a partial furlough effective [Start Date]. Your weekly working hours will be reduced from [Current Hours] to [New Hours] per week. This change is expected to last until [End Date or "further notice"].

As a result of this reduction in hours, your employee benefits will be adjusted as follows:

1. Health and Welfare Benefits:

[Insert details regarding medical, dental, and vision coverage, e.g., "Your coverage will remain active, but your premium contributions will be deducted based on your prorated salary."]

2. Retirement Plans (401k):

[Insert details, e.g., "Company matching contributions will continue based on your actual earned wages during this period."]

3. Paid Time Off (PTO) / Vacation Accrual:

[Insert details, e.g., "Your PTO accrual rate will be adjusted proportionally to your reduced hours."]

4. Salary and Taxes:

Your gross pay will be adjusted to reflect the reduction in hours. Please note that this may affect your tax withholdings and eligibility for certain state-sponsored unemployment benefits.

We recommend that you contact the [State Name] Employment Development Department to determine if you are eligible for partial unemployment insurance benefits to supplement your income during this time.

Please sign and return a copy of this letter to [Department Name] by [Date] to acknowledge that you have received and understood these adjustments.

If you have any questions regarding these changes, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Sender Name]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this letter and understand the adjustments to my hours and benefits.

Signature: _____ Date: _____