

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notice of Paid Time Off (PTO) Accrual Suspension During Furlough**

Dear [Employee Name],

As previously communicated, your employment with [Company Name] is being placed on furlough status effective [Start Date].

This letter serves as formal notification regarding your Paid Time Off (PTO) benefits during this period. Effective [Start Date], your accrual of PTO hours will be suspended. You will not earn or accumulate additional PTO hours while you are on furlough.

Please note the following details regarding your existing balance:

- **Current Balance:** Any PTO hours you have already accrued up to [Date] will remain in your account.
- **Usage:** [Insert policy regarding usage, e.g., You may/may not use existing PTO during the furlough period].
- **Reinstatement:** PTO accrual will resume at your standard rate once you return to active employment status.

If you have questions regarding your benefits or the terms of this suspension, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]