

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Suspension of Retirement Plan Contributions During Furlough

Dear [Employee Name],

As previously communicated, you will be placed on a temporary furlough effective [Start Date] due to [Reason for Furlough].

This letter serves as formal notification regarding the status of your retirement plan contributions (e.g., 401(k) or 403(b)) during this period. Please note the following changes:

- **Employee Contributions:** Since you will not be receiving a salary during your furlough, your elective deferrals/contributions to the [Plan Name] will be automatically suspended effective [Date].
- **Employer Matching:** Any employer matching or discretionary contributions will also be suspended during the duration of your furlough.
- **Loan Repayments:** If you have an outstanding loan against your retirement account, please contact [Plan Provider Name] at [Phone Number] to discuss manual repayment options to avoid potential tax implications or loan default.

Your contributions will automatically resume at your current percentage once you return to active payroll status, unless you choose to make changes at that time.

If you have any questions regarding your retirement account or your benefits during this furlough, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Name]

[Title]

[Company Name]