

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Notice of Temporary Furlough and Suspension of Benefits

Dear [Employee Name],

This letter serves as formal notification that due to [reason for furlough, e.g., economic downturn / seasonal closure], you are being placed on a temporary furlough effective [Start Date]. We anticipate this furlough will last until approximately [Estimated End Date], though this is subject to change.

Please be advised that during this furlough period, your employment benefits will be impacted as follows:

- **Health, Dental, and Vision Insurance:** Coverage will be suspended effective [Date]. You will receive information regarding COBRA continuation coverage via separate mail.
- **Retirement Contributions (401k):** Company contributions and payroll deductions will be paused immediately.
- **Paid Time Off (PTO/Vacation):** Accruals will be suspended during the furlough period.
- **Other Benefits:** [List any other benefits, e.g., life insurance, gym memberships] will also be suspended.

You are requested to return all company property, including [list items, e.g., laptop, keys, ID badge], by [Date].

We understand that this is a difficult time. You may be eligible for unemployment insurance benefits through your state agency. We encourage you to contact them directly to determine your eligibility.

We will keep you informed of any changes regarding your return-to-work status. If you have questions regarding your benefits or this transition, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title]
[Company Name]