

[Company Letterhead/Header]

[Date]

[Employee Full Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Update Regarding Employee Benefits During Furlough**

Dear [Employee Name],

Following our previous communication regarding your furlough status effective [Start Date], we are writing to provide an update on the status of your employee benefits during this period.

**Health and Dental Insurance**

Your health and dental insurance coverage will [continue/be suspended] during the furlough period. [If continuing: The company will continue to pay the employer portion of the premiums. You will be responsible for your portion, totaling \$[Amount] per month, which should be paid via [Payment Method].]

**Retirement Plans (401k/Pension)**

Contributions to your retirement account will be paused as there are no active earnings. Any outstanding loans against your account [will/will not] require manual payments. Please contact [Provider Name] for specific repayment instructions.

**Paid Time Off (PTO) and Vacation**

Your PTO balance will be [frozen/remain available] during this time. Accruals for new leave will be [suspended/continued] until you return to active status.

**Life Insurance and Disability**

[Detail status of life and disability insurance here, e.g., "These benefits will remain active through [Date]."]

**Unemployment Benefits**

You may be eligible to apply for unemployment insurance benefits through the state office. We encourage you to contact the [State Agency Name] immediately to file your claim.

We understand this is a challenging time and we are committed to providing you with the necessary support. If you have any questions regarding your specific coverage or payment obligations, please contact the HR Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]