

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notification of End of Furlough and Permanent Layoff

Dear [Employee Name],

We are writing to formally notify you of a change regarding your employment status with [Company Name]. As you are aware, you were placed on a temporary furlough effective [Furlough Start Date] due to [Reason for Furlough, e.g., economic conditions/restructuring].

Regrettably, we must inform you that your furlough period will not result in a return to work. Due to [Reason for Layoff, e.g., continued financial challenges/permanent closure of department], your position is being eliminated. Your employment with [Company Name] is officially terminated effective [Final Date of Employment].

This decision is final and is not a reflection of your individual performance. Below is information regarding your separation:

- **Compensation:** You will receive payment for all wages earned up to your final date, including [mention accrued vacation/PTO if applicable], on your final paycheck dated [Date].
- **Benefits:** Your healthcare coverage will continue through [Date]. You will receive a separate notice regarding your rights to continue coverage under COBRA.
- **Company Property:** Please arrange to return all company property, including [Keys/Laptops/ID Badges], by [Date] to [Location/Person].
- **Severance:** [Optional: Details about severance pay, or state "You are not eligible for severance."]

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors. If you have questions regarding your final pay or benefits, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Sender Name]
[Sender Title]