

DATE: [Insert Date]

TO: [Employee Name]

ADDRESS: [Employee Address]

RE: Notice of Transition from Furlough to Permanent Layoff

Dear [Employee Name],

We are writing to follow up on your current furlough status, which began on [Furlough Start Date]. At that time, we hoped to return you to active employment; however, due to [Reason, e.g., ongoing economic conditions/restructuring], we have made the difficult decision to transition your status from temporary furlough to permanent layoff (severance).

Your official date of separation from [Company Name] will be [Termination Date].

Compensation and Benefits:

- **Final Pay:** You will receive payment for all hours worked up to your furlough date, including any accrued but unused vacation/PTO (if applicable by law or policy), on [Date].
- **Severance Pay:** You are eligible for a severance payment of [Amount/Number of Weeks]. This is subject to your signing and returning the attached Separation Agreement by [Deadline Date].
- **Health Insurance:** Your current benefits will continue through [Date]. After this time, you will receive information regarding your right to continue coverage via COBRA.

Company Property:

Please arrange to return all company property, including [keys, laptops, badges], by [Date]. You may contact [Name/Department] to coordinate the return process.

Support:

We understand this is a difficult transition. We would like to thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you have questions regarding your final pay or benefits, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Name]

[Title]

[Company Name]