[Date]

[Name]

[Address]

[City], [State] [Zip Code]

[Email Address]

Re: Notice of Furlough

Dear [First Name]:

As previously shared with you, the unforeseen business circumstances resulting from the sudden effects of the current global health crisis that is the coronavirus outbreak (Covid-19) has left us with no choice but to temporarily reduce staffing levels [or temporarily cease operations].  This difficult decision was made only after careful consideration and evaluation of our options.  Given the speed and vast reach of the Covid-19 outbreak, as well as the different declarations of a state of emergency and directives at the federal, state and local level, we have been working as quickly as practicable in order to provide you with this written notice.

Effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you have been [or will be] placed on a temporary furlough status.  Your furlough period is anticipated to end on or about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  This anticipated ending date is only an estimate.  Because there is a significant amount of uncertainty, this date is subject to change and is not guaranteed.

This is an unpaid status.  However, you may be eligible for benefits under applicable laws.  Below you will find additional details and answers to certain questions you might have.

**No Work for the Company While on Furlough:**  While on furlough, you are prohibited from performing any work for the Company.  You cannot send or receive work-related email or text messages nor should you be on work-related calls while on furlough.  The Company may restrict your access to Company property or the Company systems or network during the temporary furlough period.

**[IF APPLICABLE] PTO Accrual:**  While on furlough, you [select “will not” or “will”] continue to accrue PTO.  Since your furlough is longer than a pay period, we are paying out your accrued, unused vacation/PTO and other accrued paid benefits.  You will not be paid out sick leave unless it is provided as part of a PTO policy.

**[IF APPLICABLE] Your Benefits:**  If you are receiving benefits through the Company, you will be contacted about your opportunity to continue to participate in medical, dental, vision and other benefit plans on the same terms and conditions that exist as of the date of this letter as long as you remain an employee of the Company.  Due to the uncertainty of the length of this furlough period, the Company may have to revisit this issue in the future but rest assured that we will keep you apprised of any changes.

**Unemployment Benefits:**  Since you are being furloughed, you may be eligible for Unemployment Insurance (UI). Your eligibility for benefits will be determined by the state and not by the Company.

**Returning from Furlough:**  We currently anticipate that this is a temporary situation and that affected employees will be returned to active employment status as soon as the current emergency situation passes and/or improves. If you are not interested in returning to work with us, please notify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as soon as possible so that we have adequate notice that you do not intend to return to work.

If you are called upon to return from furlough, you will be given \_\_ hours to respond to any offer to return.  Failure to timely respond to our offer to return you to work will result in you being deemed to no longer intend to return.

**Contact Information:** Please make sure we have your current contact information and to let us know if it changes during the furlough period.

These actions are based on the best information currently available to the Company.  However, various factors still may affect our plans and you will be informed of any changes or as additional information becomes available.

If you have any questions regarding any aspect of this letter or any other matter relating to the furlough, please contact me.

Sincerely,