

[Place on letter head]

[Date]

[Employee Name]

[Employee Address]

[Employee Address]

RE: Notice of Furlough

Dear [Employee name],

Due to the economic impact of COVID-19 (coronavirus), [Organization Name] is implementing measures to ensure the financial stability of the organization and future. The current pandemic situation has impacted our business significantly, and as a result, we find that we must make some difficult personnel decisions.

Effective [date], [Organization Name] is implementing a temporary furlough of certain positions. This notice is to inform you that your position is included in this furlough and as such, you are being placed on a temporary, unpaid leave of absence effective, beginning [date]. This furlough is expected to last through [date]. It is important to note that your employment continues to be at-will and nothing in this notice or other furlough communications is intended as an express or implied contract.

[If the employee has qualified for insurance benefits include the following language:
Your insurance benefits will continue through this furlough period.]

You may be eligible for unemployment benefits under these circumstances. Contact your local unemployment office for information on eligibility and applying for unemployment benefits. Present this letter, to your local unemployment office, as evidence of your employment status.

[Organization Name] will communicate with you regularly during this period. If your personal phone number, email or mailing address has changed recently, please provide your current contact information to [Contact Person] immediately at [contact information] with any questions. We will use this contact information to facilitate recall notices as well.

If you find alternate employment during this period and do not intend to return to work at [Organization Name], please notify [Contact Person] immediately of your voluntary resignation.

Sincerely,

[Place on letter head]

[XXXXXXX Organization Leader]