M E M O

To: Employee name

From: HR

Date:

Subject: Furlough Notification

This letter is to inform you that your current position with **[COMPANY NAME]** is being placed on furlough effective **[INSERT immediately or specific date]** until **[if you have a specific return date put it here. If needed you can use the phrase “further notice”]**. Furloughs are a company-initiated short-term, temporary, unpaid leave of absence. The furlough period and provisions may be changed or terminated at the sole discretion of **[Company Name]**, and does not create any employment contract, express or implied.

Having your position placed on furlough status, means that during the furlough period you are not allowed to check your company email or do any work related to your position.

During the furlough period, your health and welfare benefits will continue (if applicable), and will accrue at employee cost during this time. **[Insert how the benefits will be paid for. Options can be (1) Benefit premium repayments will be required upon return to work, if applicable; (2) Your portion of the premium must be sent to us by check each (week, month); or if the furlough will occur a few weeks out, (3) You may prepay your portion of the premium by adjusting your deductions.]**

During the furlough period, you may file for unemployment compensation. The paperwork you’ll need to file is attached. You may not use vacation time, PTO, sick or bereavement time during the furlough period.

If you find alternate long-term employment during the furlough period or decide that you will not be returning, you are required to immediately notify Human Resources. **[Company Name]** will deem this to be a resignation and your employment will be terminated. If **[Company Name]** is not able to return you to work by the end of the furlough period, your employment status will be considered a reduction in force.

During the furlough, we will communicate as appropriate any changes in status or direction of your furlough or site activities by calling you or using your personal email. We understand that this is an ideal action for you or [Company Name]. This step has only been taken after significant analysis and consideration of all other options.

If you have questions regarding the furlough please contact **[insert who they should reach out to].**

Resources such as the Employee Assistance Program are available to you.