

SAMPLE FURLOUGH LETTER

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[Organization Name]
[Company Address]
[City], [STATE] [ZIP Code]

[Date]

[Employee Name]
[Employee Address]
[City], [STATE] [ZIP Code]

Re: Notice of Furlough

Dear **[Employee Name]**,

The global coronavirus (COVID-19) pandemic has caused unforeseen social and economic consequences nationwide and has significantly impacted our business as well. Therefore, **[Organization Name]** has been forced to implement certain policies in an attempt to secure the financial stability and viability of our future in the near term. Unfortunately, this means that we are left with making incredibly difficult personnel decisions.

Effective **[date]**, **[Organization Name]** is implementing furloughs of certain positions. This Notice is to inform you that your position is included in the furlough and that you are being placed on a temporary, unpaid leave of absence beginning on **[date]**. During this time, you cannot perform any work-related task. We expect the furlough to last through **[date]**, at which time we intend to return you to your prior position with the company. Although this is our expectation, we reserve the right to change this return date based on our business needs at that time, and nothing in this notice is intended as an express or implied contract or promise.

[Organization Name] will communicate with you regularly during this period using the contact information that we have for you in our records. If your personal phone number, email, or mailing address has changed recently, please provide your current contact information to **[contact information]**.

[As an exempt employee, you are not authorized to perform any work during the furlough period. This includes, but is not limited to, performing duties of your job

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function, checking email, voicemails, or text messages and returning phone calls. Any work that you wish to complete requires prior approval.]

[During the time you are furloughed, [Company name] will pay for your portion of the company's health insurance plan in addition to the company's regular contribution. We may ask you to reimburse the company for the catch-up contributions when you return to work.]

[During the time you are furloughed, you may use any accrued vacation time or paid sick leave to be paid the equivalent of your full weekly salary, but you are not required to do so. Please contact [name and contract information] if you wish to make this election or should you have any questions in this regard.]

You may be eligible for unemployment benefits under these circumstances. Contact your local unemployment office for information on eligibility and applying for unemployment benefits during this temporary leave.

It is important to [Organization Name] that your transitions into and out of furlough are as smooth as possible. Accordingly, please do not hesitate to contact human resources at [contact information] with any questions or concerns you may have.

If you do not intend to return to work at [Organization Name], please notify human resources immediately regarding your voluntary resignation.

Sincerely,

[Signature]

[Representative's Name],

[Representative Title]

[Organization Name]