

[Insert name]
[Insert home address]
[Insert city, state zip]

RE: Notice of Furlough Due to Coronavirus

Dear [insert employee name]:

At _____, we value our employees and endeavor to support them and their families.

Unfortunately, the COVID-19 pandemic has impacted our business significantly, and as a result, we have no other choice but to make some difficult personnel decisions. Therefore, effective [insert date here], we must implement a temporary furlough of certain nonessential 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 [insert date here].

We hope to restore you to your prior position as soon as possible; however, due to the uncertain nature of the times in which we live, we cannot commit to a specific date. It is important to note that your employment continues to be at-will. Further, during this period:

- [Provide status of employee's benefits, if applicable]
- [Provide information regarding employee eligibility to use PTO/vacation time, if applicable]
- [Insert any other relevant provisions unique to your company]

Based on recent Federal legislation, you may be eligible for enhanced unemployment benefits during this time. Contact your local unemployment office for further information. This letter can be used as evidence of your current employment status. If you find alternate employment during this period and do not intend to return to work at , please notify human resources immediately.

We will continue to communicate regularly with you during this period. Please feel free to contact human resources at [insert HR contact information here] with any questions.

Sincerely,