

SAMPLE OF FURLOUGH LETTER (COVID-19)

[date]

[employee name]

[employee address]

[employee address]

Dear [employee name]:

Re: Notice of Furlough

We regret to inform you that because of the current level of work available as a result of COVID-19, we have opted to place you on furlough (temporary layoff) during the next [number] weeks. You are not authorized to work during the furlough without advance written authorization from [manager, supervisor, or other]. The furlough will begin on [date]. We are hopeful that we will be able to restore you to your prior position with our company on or around [date]. However, it is important to note that we reserve the right to change this date based on our business needs.

During this period: (Remove language if not applicable/add any that is missing)

- You will retain your seniority with the company.
- The Company will pay for both your portion and the company's regular contribution of your health insurance. Upon your return, you may be required to reimburse the company for the catch-up contributions.
- You may be eligible for unemployment benefits during this time. We recommend contacting the [state] unemployment department for further information and to apply.
- If you have available vacation time/PTO that you would like to use during this time, you are welcome to use such time, but are not required to do so. If you would like to use some or all of your available vacation during this time, contact [insert name].

It is important to us that your transition into furlough and back to work goes as smoothly as possible. Therefore, if you have any questions or concerns regarding these transitions, contact [insert name]. We very much appreciate all of your contributions to the organization this year. We wish you all the best during this unprecedented time and are looking forward to your return to work following this furlough period.

Best regards,

[Signature]

[Name and Position Title]

SAMPLE LETTER OF TEMPORARY LAYOFF (COVID-19)

[date]

[employee name]

[employee address]

[employee address]

Dear [employee name]:

Re: Notice of Temporary Layoff

We regret to inform you that due to business conditions, workload and other constraints including financial, we have made the difficult decision to temporarily lay-off some of our staff, and your position specifically effective [date]. We are hopeful that we will be able to restore you to your prior position with our company when the COVID-19 pandemic is over or by [Insert Date].

During this period: (Remove language if not applicable/add any that is missing)

- If you currently are enrolled in our medical, dental, and/or insurance plans, the company will pay the premiums for your plan(s) during this time.
- Your current accrued vacation balance will remain unchanged during this time. (You will not accrue more vacation hours and you will not lose any previously accrued vacation hours.) You may request to use a portion or the entire balance of your accrued vacation hours during this time.
- You may be eligible for unemployment benefits during this time. In order to pursue this option, we recommend that you contact the [state unemployment department].

We very much apologize for the burden that this temporary layoff places on you and your family. We are hopeful to be able to restore you to employment soon. Please keep us posted as to how we may best assist you during this time.

Best regards,

[Signature]

[Name and Position Title]

SAMPLE LETTER OF TERMINATION (COVID-19)

[date]

[employee name]

[employee address]

[employee address]

Dear [employee name]:

Re: Notice of Termination of Employment

We regret to inform you that due to business conditions, workload and other constraints including financial, we have made the difficult decision to lay-off some of our staff, and your position specifically effective [date]. We ask that you keep us posted as to your current address so that we may send you employment-related paperwork, such as your W-2.

If you participate in the company-sponsored insurance plans, information will be forthcoming regarding the method to use to continue your insurance benefits. Also, to assist you with the transition, we are offering you a severance package. The details of that severance offering are listed in a separate Severance Agreement that we will provide to you. Your current accrued vacation will be paid out to you on your final paycheck.

You may be eligible for unemployment benefits during this time. In order to pursue this option, we recommend that you contact the [state unemployment department].

We would like to do all we can to assist you with this transition. Therefore, if you have any questions regarding your final pay, benefits, 401(k), etc., please do not hesitate to address your questions to [Insert Contact Name and Information]

We would like to express our sincere gratitude for your contributions to the organization and we wish you all the best in your future endeavors.

Sincerely,

[Signature]

[Name and Position Title]