



How to Use this Document:

On the first page, you'll see text set [within brackets]. Brackets indicate text that you can edit. You can make changes to the text on page two and then delete page one.

SAMPLE OF FURLOUGH LETTER (COVID-19)

[date]

[employee name and address]

Re: Notice of Furlough

Dear [employee name],

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:

1. You will retain your seniority with the company.
2. [Remove language if not applicable] 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.
3. You may be eligible for unemployment benefits during this time. We recommend contacting the [state] unemployment department for further information and to apply.
4. [Remove language if not applicable] 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].
5. 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,

[Supervisor/Office Manager/HR Representative]

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.



How to Use this Document:

On the first page, you'll see text set [within brackets]. Brackets indicate text that you can edit. You can make changes to the text on page two and then delete page one.

SAMPLE LETTER OF TEMPORARY LAYOFF

[Date]
[Employee Name]
[Street Address]
[City, State ZIP]

Dear [Employee Name]

We regret to inform you that due to business conditions and financial constraints, we have made the difficult decision to temporarily lay-off some of our staff, and your position specifically. We are hopeful that we will be able to restore you to your prior position with our company on [Insert Date].

During this period:

- 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]

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.



How to Use this Document:

On the first page, you'll see text set [within brackets]. Brackets indicate text that you can edit. You can make changes to the text on page two and then delete page one.

SAMPLE LETTER OF LAYOFF

[Date]

[Name]

[Street Address]

[City, State ZIP]

Dear [Employee's Name],

As you may be aware, [Organization Name] is [experiencing financial difficulties; about to merge with ABC Company; experiencing funding cuts, restructuring its operations, or other reason for this action].

It is with great sadness that we inform you that your position is subject to a layoff. According to the organization's plan, your last day of employment at [Organization Name] will be [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.

Should a third party contact us for an employment reference, our company policy is that we will only provide your dates of employment and job title(s) with the Organization. We will also verify your salary history with our organization if you would like for us to do so. Please note that we reserve the right to provide additional information upon the request of a government entity or when we are legally required to provide such information.

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.

We have also attached a Letter of Recommendation that you are welcome to provide to prospective employers if you would like.

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,

[Name]

[Title]

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.

