

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

RE: Notice of Furlough Due to Coronavirus

Dear [insert employee name]:

At [Insert company name], we value each of our employees and it is our priority to keep our employees and their families healthy. As the coronavirus disease 2019 (COVID-19) continues to spread, we continue to take appropriate precautions to address the outbreak by following guidelines from the Centers for Disease Control and Prevention (CDC).

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, the company is implementing 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, the company cannot commit to a specific date. 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 provision unique to your company]

You may be eligible for unemployment benefits at this time due as a result of reduced work. Contact your local unemployment office for further information. This letter can be used as evidence of your employment status. If you find alternate employment during this period and do not intend to return to work at [Insert company name], please notify [company contact information] immediately.

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

Sincerely,