

# FURLOUGH LETTER (COVID-19)

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Re: Notice of Furlough

Dear

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      weeks. You are not authorized to work during the furlough without advance written authorization from

The furlough will begin on                      . We are hopeful that we will be able to restore you to your prior position with our company on or around                      . 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. You may be eligible for unemployment benefits during this time. We recommend contacting the unemployment department for further information and to apply.

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

We very much appreciate all 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,