

Sample Furlough/Layoff Employee Letter

Name

Address

City, State, Zip

Dear _____:

This letter is to notify you that, due to the current COVID-19 pandemic, normal operations of the Company are suspended until funding is restored. Most company employees must be furloughed. With respect company operations, only those functions which are essential to business continuity, are permitted to continue.

Following a review of our operational requirements, it has been determined that your position performs a non-essential function to business continuity and your position is to be furloughed. Accordingly, you are being placed in a temporary, non-duty, non- pay status starting on April 1, 2020, until the furlough ends.

This action is an operational and legal requirement; it is not a reflection on your work performance or your value or commitment to the company.

During the period of furlough, you may not be paid. Unfortunately, we will also prohibit the use of paid leave (e.g., annual, sick, administrative) during furlough. Therefore, if you had previously been approved for use of paid leave during the period of furlough, we are rescinding that approval.

The length of the furlough is unknown at this time. We will do our best to provide current information as we move to persevere during this difficult time. We appreciate the difficulty and anxiety this situation creates and we anticipate restoring you to your position as soon as possible.

Should you have any questions regarding this matter, please do not hesitate to contact your manager or supervisor.

Thank you for your cooperation,

Sincerely