



## COVID-19 Furlough Letter

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**SUBJECT: NOTICE OF FURLOUGH**

Dear \_\_\_\_\_,

This letter is to notify you that to the economic impact of COVID-19, \_\_\_\_\_ is implementing measures to ensure the financial stability of the company. The current pandemic situation has impacted our business significantly and as a result, we find that we must take some difficult personnel decisions.

Effective \_\_\_\_\_, \_\_\_\_\_ is implementing a temporary furlough for certain positions. Following a review of our operational requirements, it has been determined that your position performs a non-essential function to business continuity and is to be furloughed and as such, you are being placed on a temporary, unpaid leave of absence effective \_\_\_\_\_. During the furlough period;

You may be eligible for unemployment benefits under these circumstances. Contact your local unemployment office for information on eligibility and applying for unemployment

benefits. Present this letter to your local unemployment office as evidence of your employment status.

\_\_\_\_\_ will communicate with you regularly during this period. If your personal phone number, email or mailing address has changed recently, please provide your current contact information to human resources immediately. Please feel free to contact human resources via e-mail for any questions.

If you find alternate employment during this period and do not intend to return to work at \_\_\_\_\_, please notify human resources immediately of your voluntary resignation.

Thank you for your cooperation.

Sincerely,

Name of the Employee

Signature

Signature

\_\_\_\_\_

\_\_\_\_\_



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