\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date]

[Employee’s name]

Subject: Notification of Immediate Furlough

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

[COMPANY NAME] (the “Company”) is writing to notify you that effective immediately you are being furloughed. A furlough is a company-initiated, short-term, temporary unpaid leave of absence. Your furlough period is currently expected to last \_\_\_\_\_ weeks. Thus, you are expected to return to work on \_\_\_\_\_\_\_\_\_ [date]. [Alternatively, you may state that the furlough is indefinite.]

The furlough period and its provisions may be changed or terminated at the sole discretion of the Company at any time, and does not create any employment contract, express or implied.

The Company made the decision to furlough you due to the effects on the Company’s business of the novel coronavirus (COVID-19). Please be assured that the decision to take this action was very difficult for the Company and in no way reflects any dissatisfaction with your job performance.

As stated above, during the furlough period, your pay will not continue. You will be considered an inactive employee for all purposes other than benefits, as described in the following paragraph.

During the furlough period, your health benefits will continue (if applicable), and will accrue at employee cost during this time. Benefit cost repayments will be required upon your potential return to work (if applicable). If you do not return to work, you will not be billed for the benefit premiums accrued. [If you have contacted your health insurer or broker and determined that benefits will not continue for the furloughed employees, this paragraph will need to be changed.]

During the furlough period, you may file for unemployment compensation here: <https://twc.texas.gov/jobseekers/unemployment-benefits-services>

During the furlough period, you may not use any paid time off.

If you worked any time or incurred any expenses prior to the beginning of the furlough period that you have not yet reported to the Company, please send an email to \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_ [email address] to report such time or expenses.

If you find alternate long-term employment during the furlough period, you are required to immediately notify \_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_ [email address]. The Company will deem this to be a resignation and your employment will be terminated.

If the Company is not able to return you to work by the end of the furlough period, the Company may either extend your furlough period or terminate your employment. If the Company terminates your employment, such termination will be considered a layoff/reduction in force.

During the furlough period, we will communicate with you if there are any changes in your status.

Thank you very much for your service to the Company and your understanding during this difficult time.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_