Sample Communication   
*Please Customize for Your Organization*

[EMPLOYEE NAME]

[ADDRESS]

[ADDRESS]

[DATE]

Dear [NAME],

This past week has brought a lot of change, and I am so appreciative for all of your hard work and dedication.  As things are changing by the hour, the senior team has been continually meeting and adjusting our response to COVID-19.  Given the current situation, we've [SEEN A CHANGE IN OUR CUSTOMERS’ NEEDS].  We need to respond in order to survive and preserve jobs.

With that in mind, we are making the difficult decision to put your position on furlough. This is not a lay-off.  [WE ARE PLANNING ON AT LEAST A #-WEEK FURLOUGH FOR YOUR ROLE, BEGINNING DAY, DATE AND ENDING DAY, DATE.  WE WILL REASSESS THE SITUATION AFTER THE INITIAL # WEEKS].

I want to ensure you that we will do everything in our power to resume full operations in the future.

Below, please find more details on what this furlough will entail:

**Compensation**

* You will not be paid during this furlough and we therefore do not want you to perform any work for the Company. We know that you are highly dedicated and might feel compelled to continue working in some capacity (for example, on administrative tasks) but we must insist that you not do so.
* You may apply for unemployment at [[STATE](https://www.mass.gov/how-to/apply-for-unemployment-benefits) UNEMPLOYMENT ADDRESS]; We advise taking this step as soon as possible. Our Federal Employer Identification Number (FEIN) is: [\_\_\_\_\_\_\_\_\_\_\_\_]

**Benefits**

* A furlough is not considered a termination, [YOU WILL REMAIN ON THE COMPANY’S HEALTH INSURANCE PLAN].
* The company will [COVER THE EMPLOYEE AND EMPLOYER SHARE OF HEALTH INSURANCE PREMIUMS DURING THIS TIME].
* You will have full access to the Employee Assistance Program
  + To access, visit [[WWW.THEEAP.COM](http://www.theeap.com/).  CLICK ON EMPLOYEE + FAMILY LOGIN AND CREATE YOUR OWN USERNAME AND PASSWORD IF YOU DO NOT HAVE ONE].
  + You may also call [1-800-???-????24/7 AND SPEAK WITH A LIVE COUNSELOR. IF YOU SCHEDULE THERAPY SESSIONS, THE FIRST TWO VISITS ARE PAID FOR BY THE EAP AT NO COST TO YOU].

**Regarding Your Personal Health and Safety While You are not Working**

* Please take care of yourself and notify a doctor immediately if you feel sick.
* If you come into contact with someone who is diagnosed with Coronavirus, here is a link to the CDC website listing symptoms and what to do in the event you come down with symptoms **COVD-19 symptoms from the CDC**: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>att
* If you are diagnosed with Coronavirus, please contact [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] or call any of the senior team members below so we can notify anyone who might additionally be at risk.

**Personal Items**

We ask that you gather any personal belongings you may need during this time.

As always, please let us know if you have any questions or concerns.  We thank you for your patience and dedication to our community and to the company. We will provide an update to you in [X] weeks.

Sincerely,

[NAME]

[TITLE]

[CONTACT INFORMATION]

**Acknowledgement**

I acknowledge that no work, including administrative tasks, should be completed during the furlough.

|  |  |
| --- | --- |
| **Employee Name (printed):** |  |
| **Employee Signature:** |  |
| **Date:** |  |