*Sample Employee Communication*

*Please Customize for Your Organization*

DATE

Name

Address

Contact

Dear [NAME],

[COMPANY] continues to adjust and amend so that our business can be strong and vibrant and ready to sustain post-pandemic. We are very appreciative for all of your hard work and dedication and are pleased to return you to work from furlough, effective [DATE].

This letter is intended, in part, to provide information regarding your return to work. I hope that this letter will provide you with all such information; however, if you should have any questions, I encourage you to call [CONTACT].

You will return to your role as [JOB TITLE] and your [CUSTOMARY SCHEDULE OF FIVE-DAYS, FORTY HOURS PER WEEK]. You will be compensated at your normal [WEEKLY/HOURLY RATE OF $X] prior to your furlough. This annualizes to an equivalent of $X, minus customary deductions for federal and state taxes and the like.

[Optional language regarding salary reductions upon return] *At this time, your base compensation with [COMPANY] (“Company”) will reduce effective [DATE]. You agree that your current weekly base salary of $0.00 will be reduced to $0.00. This reduction in weekly base salary remains in effect until further notice from the [COMPANY].*

*As you know, this was not an easy decision to make. We are navigating unprecedented waters and we believe that by taking this (these) measure(s), it is in the best interest for us all moving forward. We want to ensure you that these changes have nothing to do with your performance.*

[Optional language for employees enrolled in benefits and must reimburse premiums] *Upon your return, you will become responsible for any outstanding [MEDICAL, DENTAL, VISION] insurance premium costs as well as any other employee benefit program premiums that may have been incurred during your furlough period. You will have a [60-DAY] window upon your date of return to repay these premiums through payroll contribution by notifying [NAME AND RETURNING THE APPROPRIATE ACKNOWLEDGEMENT FORMS].*

Your seniority will not be affected by this brief furlough period, and your benefits will be restored without condition. Your previously accrued but unused [PAID TIME OFF AND SICK LEAVE], if applicable, will also be available upon your return.

It will be your responsibility to notify the state department of unemployment of your return to work status effective immediately.

We are committed to doing everything we can to maintain a safe and healthy workplace. We are relying heavily on CDC and local health department information in establishing safe working conditions and will continue to make our best efforts to keep the workplace safe. [*Customize as applicable for your workforce and industry. Spell out the safety methods the company has put in place (e.g., scheduled handwashing, frequent disinfection of surfaces, social distancing rules, reduced customer capacity, staggered shifts, or more extreme measures if warranted by your industry)*].

*These precautions includes keeping our workplace(s) temporarily closed. At this time, you will be designated as working from home until further notice.*

As a reminder, [COMPANY] is an at-will employer, which means that either of us can terminate our employment arrangement at any time and for any reason or no reason.

If you have any questions, please contact me at [XXX-XXX-XXXX]. I look forward to working with you again.

Sincerely,

NAME

TITLE

COMPANY

CONTACT