

Sample Furlough Letter to Employees

As of: March 19, 2020

Dear Colleagues,

This is a challenging time and it has been an especially difficult week. I would like to thank each of you for showing the dedication that makes this organization great. I promised to communicate with you in a transparent manner and will continue to do so.

The Coronavirus (COVID-19) pandemic has created unusual and uncertain times for our organization, our country and our world. We have been evaluating how we operate our business during this quickly evolving situation.

Today, we are announcing a four-week furlough for most of our employees, to be taken during the Monday, March 23 through Friday, May 29 timeframe.

We are working diligently to minimize the impact on our employees through furloughs which will begin next week. We will continue to pay our Paid Time Off (PTO) eligible employees on furlough for two weeks and our hourly employees can use all available Paid Time Off (PTO) in their bank. We've also made the decision to maintain existing employees' benefits, for individuals who are on our health plans and impacted by furloughs through June 30th. These decisions are never made lightly, and we deeply regret the hardship it will place on these individuals and their families.

As tough as this situation is, your safety and well-being remain our top priority. This decision will allow us to do our part in mitigating and containing the spread of COVID-19 through social distancing, while continuing to support our customers.

Due to anticipated market conditions, we are adjusting our products and services to align with anticipated market need. This is a very difficult first step in responding to a situation that has affected our entire world.

While there is much instability surrounding the COVID-19 pandemic and global markets, what's not uncertain is our ability to weather this time as an organization. I know we can persevere through this.

Thank you for your cooperation and support.

(Provided as a sample template by the Compensation & HR Group, Burlington, MA for client's use)