

Notice of Temporary Layoff or Furlough Due to Coronavirus

Dear [Employee name],

Due to the economic impact of COVID-19 (coronavirus), [Company name] 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 make some difficult personnel decisions.

Example language for a layoff:

Effective [date], [Company name] is implementing a temporary layoff of certain positions. This notice is to inform you that your position is included in this layoff, effective beginning [date]. We expect the layoff to last until at least [date]; however, we will reassess the circumstances regularly and may lessen or extend this timeframe. We will recall laid-off employees as business needs warrant based first on job function and then by seniority.

Example language for a furlough:

Effective [date], [Company name] is implementing a temporary furlough of certain nonessential positions. This notice is to inform you that your position is included in this furlough and as such, you are being placed on a temporary, unpaid leave of absence, effective beginning [date]. This furlough is expected to last through [date]. It is important to note that your employment continues to be at-will and nothing in this notice or other furlough communications is intended as an express or implied contract.

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.

[Company name] will communicate with you regularly during this period. If your personal phone number, e-mail or mailing address has changed recently, please provide your current contact information to human resources immediately. Please feel free to contact human resources at [contact information] with any questions.

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

[Name]