

Sample Furlough email to impacted employees

[date]

[employee name],

Here is a follow up from your furlough notification meeting on [date]. I realize it's a lot to process and we really want to help you through this difficult time.

As communicated, a furlough is a company-initiated short-term temporary unpaid leave of absence. During the furlough period, here is an overview of your benefits and resources available to you:

1. **PAYCHECK:** You will be receiving your paycheck with the regular payroll cycle by [date].
2. **BENEFITS:** Since your employment with [Co.name] has not been terminated, you remain on the company's benefits. [customize information below based on company benefits]
 - **Medical, Dental and Vision:** If you are on the company's health benefits these benefits will continue throughout this period if you continue to pay your portion of the benefits. You will be receiving an overview this week of your monthly premiums and how to submit.
 - **Loss of Coverage:** If you are not currently on the company's health benefits and your health coverage has ended due to your spouse's employment status, this would be considered a qualifying event so please contact HR immediately to assist you in getting coverage. Qualifying event notice must be submitted within 30 days of the qualifying event.
 - **[include information about EAP Programs if applicable]**
3. **UNEMPLOYMENT INSURANCE:** During the furlough period, you may file for state unemployment compensation. The Federal stimulus bill adds up to \$600 per week from the federal government on top of whatever base amount you may be eligible to receive from the state. The additional amount is anticipated to last for four months. The bill also adds up to an additional 13 weeks of unemployment insurance. Please click the link below for your state's guidelines for unemployment compensation regarding specific details and provisions surrounding application, eligibility and collection of benefits.
 - **[state] UI: [include link here on how to apply]**
4. **STIMULUS CHECK** (Federal Government): The amount you will receive from the COVID-19 stimulus package is determined by your adjusted gross income and your tax filing status. The government will look at your 2019 tax return (the one you filed

this year) to get this information. If you haven't prepared this year's tax return yet, they will use your 2018 tax returns. Your check will be sent the same method you received your IRS refund. If you are not set up for direct deposit, your check will be mailed using the address on your most recent tax return. Here's a breakdown of what you will receive:

Filing Status	Adjusted Gross Income	Stimulus Check Amount
Single	\$75,000 or less	\$1,200
Married filing jointly	\$150,000 or less	\$2,400
Head of Household	\$112,500 or less	\$1,200
Dependents under 17 (amount will be added to the check of their legal guardian)	N/A	+\$500

Also, our plan is to bring staff back when business conditions improve. Should you find alternate long-term employment during the furlough period and do not intend to return to work, please immediately notify us of your job status change.

During the furlough, management will communicate any changes in status or direction of the furlough or business activities.

If you have any questions, please contact [insert name, email and phone]

Sample Layoff email to impacted employees

[date]

[employee name],

Here is a follow up from your temporary layoff notification meeting on [date]. We realize it's a lot to process and we really want to assist you through this difficult time.

As communicated, due to the COVID-19 situation your position with [company name] has been included in the company-wide temporary layoff. Here is an overview of your paycheck, benefits and resources available to you:

1. **PAYCHECK:** You will receive your final paycheck, [including accrued, unused PTO, if applicable] by [insert applicable state final terminations requirements].
2. **BENEFITS** (for those on health benefits only) Your benefits are effective through the end of the month and you are eligible for continuation of coverage through COBRA. You will be receiving a COBRA election notice and you will have the option to elect benefits coverage for you and your dependents with an eligibility start date of [date].
3. **UNEMPLOYMENT INSURANCE:** You may file for state unemployment compensation. The Federal stimulus bill adds up to \$600 per week from the federal government on top of whatever base amount you may be eligible to receive from the state. The additional amount is anticipated to last for four months. The bill also adds up to an additional 13 weeks of unemployment insurance. Please click the link below for your state's guidelines for unemployment compensation regarding specific details and provisions surrounding application, eligibility and collection of benefits.
 - **[state] UI: [include link here on how to apply]**
4. **STIMULUS CHECK** (Federal Government): The amount you will receive from the COVID-19 stimulus package is determined by your adjusted gross income and your tax filing status. The government will look at your 2019 tax return (the one you filed this year) to get this information. If you haven't prepared this year's tax return yet, they will use your 2018 tax returns. Your check will be sent the same method you received your IRS refund. If you are not set up for direct deposit, your check will be mailed using the address on your most recent tax return. Here's a breakdown of what you will receive:

Filing Status	Adjusted Gross Income	Stimulus Check Amount
Single	\$75,000 or less	\$1,200
Married filing jointly	\$150,000 or less	\$2,400
Head of Household	\$112,500 or less	\$1,200
Dependents under 17 (amount will be added to the check of their legal guardian)	N/A	+\$500

As communicated, we are unsure of the length of this layoff and management will reassess the situation regularly. The Company will recall laid-off employees as business needs will allow. If we are not able to rehire you, you will be considered to be part of a reduction in force.

If you have any questions, please contact [insert name, email and phone]