

Termination Letter Template

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Termination Letter Template: Furlough

In some circumstances, you may need to temporarily eliminate an employee's position, also known as putting them on furlough. Like a permanent termination, a notification of a furlough should come in an official furlough letter. Furloughs can be a destabilizing and stressful time for both employees and companies, but a clear and thoughtful furlough letter can help ensure a smoother furlough experience for everyone involved.

A furlough letter is similar to a termination letter, stating the start date, and if the information is available, the end date for the furlough. When you write a furlough letter, consider including:

- A reason for the furlough—provide a succinct explanation that gives the employee context for why this is happening
- An estimated return date, or if the date is unknown, reassurances that you'll keep the employee updated on any new developments
- Details on continuation of benefits and changes to pay, or instructions on where the employee can find that information (such as in an attached document)
- A request for the employee to notify you promptly if they acquire another full-time position

Always consult your legal counsel about any concerns or questions related to furlough documentation.

How to Use This Template:

To use this template, click “Use Template,” and a copy of this doc will be added to your Google Drive. Feel free to change elements of the template to better suit your company’s needs.

Dear *[employee's full name]*,

Due to financial difficulties caused by *[the relevant situation, such as a recession]*, I regret to inform you that your position of *[job title]* at *[company name]* will be put on furlough from *[date]* to *[date or until further notice]*. We'll keep you updated on any changes to the furlough timeline and hope to get you back to regular employment status as soon as possible.

An HR representative will be in touch with you shortly to discuss the terms of the furlough in detail. In the meantime, here’s a brief outline of what to expect:

- Furloughed employees are prohibited from performing any work responsibilities.
- While on furlough, your pay will be *[reduced by % or temporarily halted]*.
- You'll continue to have *[list of continued benefits for furloughed employees]*.

You can refer to the attached documents for more details on your pay and continuation of benefits during furlough. Contact *[HR representative name]* with any questions or concerns regarding compensation and benefits.

For your convenience, we have also enclosed copies of your Non-Disclosure Agreement and *[other legal agreements]*. We encourage you to reach out to *[legal representative's name]* in our legal department if you have any questions about these agreements in relation to your furlough status.

This furlough is temporary, and your job hasn't been eliminated. With that in mind, we respectfully ask that you inform us promptly if you acquire another full-time position.

Please don't hesitate to reach out to me or *[other HR representative name]* for anything you might need. We look forward to your return to *[company name]* in the near future.

All the best,

[HR representative name]

[HR job title]