Name

Address

Address

Email

RE: Returning to Work after COVID-19 related [Closure/Furlough]

Dear [Name],

The world health community continues to monitor closely the spread of COVID-19. When we last [spoke/communicated] on [date], we informed you that your position would be furloughed in order to prevent the spread of COVID-19. Due to the unforeseen and widespread impacts the pandemic has had on our business, we unfortunately will not be able to return our operations to our pre-COVID-19 capacity. Therefore, we regrettably must inform you that your position with the Company will be [terminated/eliminated] as of [date].

As a result you will receive the following:

(List benefits you are offering to this employee. It is up to you to consider if you are extending any of these or any additional benefits:

* regular biweekly earnings through the period ending (Date);
* earned but unused vacation benefit for (Current Year);
* separation pay based on 1 complete year of service in the of 1 week (One week for every year of service – if severance is offered);
* Medical/Dental Coverage extension through [date or at employee expense]
* Pension Benefits (if applicable)
* Long / Short term disability termination date (if applicable)

You are eligible to apply for unemployment compensation benefits through the [name of state unemployment agency]. All decisions regarding eligibility for benefits are made by that office.

*Verification of Employment*

A verification of employment letter to confirm employment with [Name of Company] can be obtained by contacting [Internal HR Name/Number/Email] or VOE@EngagePEO.com. All verifications of employment requests will be directed to the office.

*Miscellaneous*

By [date], please be sure to return your keys and any other items or property belonging to [Name of Company]. You will remain eligible for rehire should any future vacancies become available.

Should you have any other questions regarding this information, please feel free to contact me at [Phone Number]. We wish you well on all your future endeavors.

Sincerely,

[Name of person signing letter]

[Title]