

Furlough Terms and Conditions

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Position: [Insert Position]

Dear [Employee Name],

We are writing to confirm the terms and conditions of your furlough. This letter outlines the key points regarding your temporary leave from work.

1. Furlough Period

Your furlough will commence on [Start Date] and will conclude on [End Date].

2. Reinstatement

Upon the conclusion of your furlough, you are expected to resume your position without any loss of seniority or benefits.

3. Compensation

During the furlough period, you will not receive your usual salary. However, you may be eligible for unemployment benefits.

4. Benefits

Your health insurance and other benefits will continue, subject to the policy terms and conditions.

5. Communication

We will keep you informed of any changes regarding your furlough status and the organization's circumstances.

Conclusion

We appreciate your understanding and cooperation during this time. If you have any questions, please do not hesitate to reach out to [HR Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]