A close up of a sign

Description automatically generated

<Date>

<Name>

Dear <Name>,

We regret to inform you that due to COVID-19 related business conditions and financial constraints, we have made the difficult decision to temporarily furlough some of our staff. Your job position is currently subject to this furlough. The length of the furlough period is unknown. We will keep you updated via email.

During the furlough period:

* If you currently are enrolled in our medical, dental, and/or insurance plans, the company will continue to pay our portions of the premiums for your plan(s).
* Your current accrued vacation balance will remain unchanged.
* You will not accrue more vacation hours, nor will you lose any previously accrued vacation hours.
* You may request to use a portion, or the entire balance, of your accrued vacation hours.
* You may be eligible for unemployment benefits. In order to explore this option, we recommend you contact the Kansas Unemployment Office.

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

We truly apologize for the burden this temporary layoff places on you and your family. We are hopeful to be in a position to return you to active employment soon. Please keep us posted as to how we may best assist you during this crisis.

Best regards,

Name of Manager