Return from Furlough Template Letter for California – for guidance only, delete this line before sending

\_\_\_\_\_\_\_, 2020

[1] [Name]

 [Address]

 [City], [State] [Zip Code]

 [Email Address – if emailing, put email address in address box “Sending by email: abc@xyz.com]

Re: Notice of Return to Work

**[2]** Dear [First Name]:

**[3]** As we hoped we would be able to do when sending you a notice of temporary furlough back on [DATE], [the Company] is happy to invite you to resume work.

**[4]** Your return is scheduled to begin on [DATE]. When you return to work on [DATE], your job title, department, schedule and pay will remain the same as it was before you went out on furlough. Assuming that you return to work on that date, you will receive your first paycheck on [DATE].

**Employment Status**

**[5] Letting us know of your return**: Please indicate whether you intend to return to work on the date noted above by filling out the section at the end of this letter. If you do not return this letter with that section completed, or we do not otherwise hear from you by [DATE], we will assume you are not interested in remaining with the Company and will convert your furlough status to a voluntary resignation.

**[6] Your Benefits:** Upon your return to work, your previously authorized deductions to cover your portion of the benefits premiums (as well as any other required or authorized deductions) will resume from your paycheck. If you would like to change your deductions or authorizations, please contact Human Resources at [INSERT PHONE NUMBER AND/OR EMAIL ADDRESS].

**[7]** According to our records, you will resume work with [INSERT NUMBER] hours of PTO [ [INSERT NUMBER] hours of sick and [INSERT NUMBER] hours of vacation] in your bank. You will begin to accrue additional hours pursuant to the terms of our policies upon your return OR The Company will begin to grant additional PTO [vacation/sick time] consistent with our policies upon your return].

**[8] Unemployment Benefits**: The Company did not contest your application for unemployment benefits if you applied for unemployment benefits during the furlough. However, as of your return date and depending on the level of any reduction to your schedule (if any), you may no longer be eligible for such benefit as determined by the State Additionally, if you chose not to return, the Company may contest your claim to continued unemployment benefits.

**[9] Employment-at-Will:** Your employment continues to be at-will meaning you or the Company can end the employment relationship at any time and for any reason with or without cause or notice. Nothing in this notice or other communications is intended as an express or implied contract. Likewise, your employment continues to be subject to the [**insert**: any non-disclosure and/or invention agreement signed by the employee] and all Company policies including, but not limited to, policies regarding [**identify** any specific restrictive covenants or other policies you want employee to “reaffirm”].

**[10] New Health and Safety Protocols:** As a result of the COVID-19 pandemic, the Company has implemented a number of new policies and protocols to help maintain a safe work environment and take special precautions related to COVID-19. This includes, but is not limited to, the following:

* LIST ANY SPECIFIC POLICIES, RULES, ETC. – AS DESIRED OR REQUIRED]

When you return to work, we will provide you with more detailed information on these new protocols.

**[11]** The actions the Company continues to take during this unprecedented time are based on the best information currently available and we are monitoring the situation and will inform you of any other changes if needed. We very much appreciate all of your contributions to the organization.

**[12]** If you have any questions or it you have any concerns regarding your return to work, please contact [INSERT COMPANY CONTACT] to further discuss your concerns. We look forward to having you back.

Sincerely,

**[13]** [INSERT COMPANY CONTACT – include telephone number and email address]

Please complete the below and return to [INSERT NAME] via mail [IN THE ENCLOSED ENVELOPE OR AT [INSERT ADDRESS]]or by scanning and emailing to [INSERT EMAIL ADDRESS].

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert your name):

\_\_\_\_I plan to return to work from furlough on the date specified above.

\_\_\_ I do NOT plan to return to work from furlough on the date specified above.

Please sign and date before returning letter

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature Date

4825-4647-5963, v. 2