General template letter for return from furlough (except CA, GA, MT, ID): 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: Return to Work

[2] Dear [First Name]:

[3] As we hoped we would be able to do when we temporarily furloughed you on [INSERT FURLOUGH DATE], [INSERT COMPANY NAME] is happy to invite you to resume work.

[4] Your return is scheduled to begin on [INSERT DATE]. Upon your return, 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 or 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:** If you continued to participate in medical, dental, vision and other benefit plans while on furlough but the Company paid all or a portion of your premium, [INSERT ANY REPAYMENT OBLIGATIONS, TIMING, METHOD OF PAYMENT]. Upon your return to work, the Company will resume deducting from your paycheck your portion of benefit premium costs going forward (as well as any other required or authorized deductions), just as the Company did before furlough.

[7] According to our records, you will resume work with [INSERT NUMBER] hours of PTO [vacation/sick time] in your bank. You will begin to accrue or receive additional hours pursuant to the terms of 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 choose 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. 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**: name of any signed confidentiality, non-compete, non-solicitation agreements or arbitration agreements signed by the employee] and all Company policies including, but not limited to those in the Employee Handbook or posted in the workplace].

**[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,

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

[13] Employee, 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

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Employee signature Date

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