**A Full Furlough Letter Example**

Dear Mr Thomas,

I’m sorry to inform you that your position will be put temporarily on furlough due to urgent business conditions, from 12/3/2018 to 15/6/2018. Hopefully, we’ll be able to restore your employment after this critical time.

Here’s what to expect:

* During this time you will not receive any payments from the company. You must also entirely withdraw from your working duties.
* The company will continue to pay your health and car insurance.
* You may be eligible for unemployment benefits under certain criteria. Contact the ABC for more information.
* Your current PTO balance will remain the same. You can use your time off during this time if you wish to.

We commit to do our best to bring you back as soon as we can. If you need any clarifications, feel free to reach out to me or Mr Brown.

We wish the best of luck.

Elijah Burns