



**HAPPY FACES**  
EARLY LEARNING ACADEMY



**GATEWAY**  
**EARLY**  
LEARNING CENTER

## Notice of Temporary Furlough Coronavirus

Dear [Employee's Name]:

Effective [date], Best Services, LLC (BSLLC) is implementing a temporary furlough of certain nonessential positions. This notice is to inform you that your position is included in this furlough and as such, you are being placed on a temporary, unpaid leave of absence effective, beginning [date]. This furlough is expected to last through [date]. It is important to note that your employment continues to be at-will and nothing in this notice or other furlough communications is intended as an express or implied contract.

You may be eligible for unemployment benefits under these circumstances. Contact your local unemployment office for information on eligibility and applying for unemployment benefits. Present this letter to your local unemployment office as evidence of your employment status.

BSLLC will communicate with you regularly during this period. If your personal phone number, email or mailing address has recently changed, you are responsible for making the appropriate updates in Workforce Today. Please feel free to contact human resources at ext. 124 with any questions.

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

Sincerely,

*T. Adams*

Ms. T. Adams  
President/CEO