

Furlough Notification

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to inform you that, due to [reason for furlough, e.g., economic conditions, project delays], we must impose a temporary furlough on your contract services effective from [start date] to [end date].

During this time, you will not be expected to perform your contract duties, and you will not receive compensation. We appreciate your understanding and cooperation during this unprecedented situation.

Please feel free to reach out if you have any questions or require further clarification regarding this matter. We will keep you updated on the status of your contract and any changes that may arise during the furlough period.

Thank you for your continued dedication and contribution to our organization. We look forward to working with you once again after this period.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]