

Furlough Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Dear [Employee Name],

We hope this message finds you well. Due to [insert reason for furlough, e.g., economic downturn, business restructuring], we regret to inform you that we are implementing a temporary furlough for all employees, including your position.

Your furlough will start on [insert start date] and will be reviewed on [insert review date]. During this period, you will not be required to perform any work duties, and your salary will be [insert details about salary payment, if applicable].

We understand that this may be a challenging time for you. Please rest assured that this decision was not made lightly, and we are committed to returning to normal operations as soon as possible.

If you have any questions or need further information, please do not hesitate to contact [insert contact information].

Thank you for your understanding and for your contributions to [Company Name]. We appreciate your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]