

Furlough Notification Letter

Date: [Insert Date]

[Employee's Full Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to [reason for furlough, e.g., economic downturn, insufficient work], your position has been affected, and you will be placed on furlough starting from [start date] until [end date or "further notice"].

During this furlough period, you will not be required to perform any work duties, and your health benefits will [specify whether it will continue or cease]. We encourage you to apply for unemployment benefits, as you may be eligible during this time.

We value your contributions to our team and are hopeful for a swift resolution to the current situation. We will keep you updated regarding any changes in your furlough status or our company's situation.

If you have any questions or need further clarification, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email or Phone Number].

Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]