

Furlough Notification Letter

Date: [Insert Date]

[Employee Name]

[Employee Title]

[Company Name]

[Company Address]

Dear [Employee Name],

We regret to inform you that due to [reason for furlough, e.g., financial constraints, reduced workload], the company is implementing a temporary furlough effective [start date] through [end date]. This decision has been made in an effort to ensure the long-term sustainability of our organization.

During this period, you will not be required to perform your job duties, and you will not receive pay. However, you may be eligible for unemployment benefits. We encourage you to apply through your local unemployment office if you choose to.

We understand how challenging this situation is, and we are committed to keeping you informed of any developments. We appreciate your contributions to the team and hope to welcome you back as soon as possible.

If you have any questions or need further information, please do not hesitate to reach out to [HR contact or your supervisor's name and contact information].

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]