

Furlough Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We hope this letter finds you well. We are writing to inform you that due to [reason for furlough, e.g., economic downturn, operational changes], we have made the difficult decision to temporarily furlough part-time staff. This furlough will take effect on [start date] and is expected to last until [end date or "further notice"].

During this time, you will not be receiving your regular pay, but you will remain eligible for [mention any benefits, if applicable]. We encourage you to take this time to [suggest any actions, e.g., seek new opportunities, pursue professional development].

We value your contributions to the team and appreciate your understanding during this challenging time. We will keep you updated on any changes regarding your employment status and the timing of your return to work.

If you have any questions or need further information, please feel free to reach out to [Contact Person's Name and Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]