

Furlough Notification

Date: [Insert Date]

Employee Name: [Employee Name]

Employee Position: [Employee Position]

Dear [Employee Name],

We regret to inform you that due to [reason for furlough, e.g., economic downturn, company restructuring], we must implement a temporary furlough for certain employees, effective [start date of furlough]. This decision was not made lightly, and it reflects the challenges we are currently facing.

Your furlough will last until [end date of furlough or specify if it is indefinite]. During this time, you will not be required to work, and your pay will be temporarily suspended. However, we will provide you with [any benefits or support being offered, e.g., resources for unemployment benefits, potential for rehire, etc.].

Please do not hesitate to reach out to your supervisor or HR at [HR contact information] if you have any questions or need assistance during this period.

Thank you for your understanding and your continued dedication to our team. We are hopeful for a positive resolution and look forward to welcoming you back to work as soon as possible.

Sincerely,

[Your Name]

[Your Position]

[Company Name]