

Furlough Notification for Seasonal Workers

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. As we approach the end of the seasonal work period, we want to inform you that your position will be placed on furlough effective [Insert Start Date]. This decision has been made due to [briefly explain reason, e.g., "the end of the peak season and reduced workload"].

Your expected return date will be [Insert Return Date], contingent on our assessment of operational needs and business conditions at that time.

During your furlough, you will be eligible for [mention any entitlements, e.g., "unemployment benefits or certain company-sponsored benefits"]. We encourage you to reach out to [HR/Manager's Name] at [Contact Information] for any questions or assistance during this period.

Thank you for your hard work and dedication this season. We look forward to welcoming you back when we resume regular operations.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]