

Furlough Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We regret to inform you that due to [reason for furlough, e.g., economic conditions, reduced workload], we must place you on furlough effective [start date] until [end date].

This means that you will not be required to perform your job duties during this time. However, you will remain an employee of [Company Name] and your benefits will be [briefly state any benefits during furlough, if applicable, e.g., maintained, paused].

We understand that this may be a difficult time, and we genuinely appreciate your hard work and commitment to our organization. We will keep you updated on any changes that may occur and are hopeful for a return to normal operations soon.

Should you have any questions, please feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]