

Furlough Notification Letter

Date: [Insert Date]

Dear [Union Members/Employee Name],

We are writing to inform you that due to [reason for furlough, e.g., economic conditions, reduced workload], we must implement a temporary furlough for our employees. This decision was made after careful consideration and discussions with management and the union representatives.

The furlough will begin on [start date] and is expected to last until [end date or "further notice"]. During this period, employees will not be required to work and will not receive wages.

We understand that this may create difficulties for some of you, and we are committed to supporting our employees during this challenging time. [Include any information on unemployment benefits, health insurance, or resources available for employees.]

We appreciate your understanding and cooperation as we navigate these circumstances together. If you have any questions or concerns, please do not hesitate to reach out to [contact information].

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Title]
[Company/Organization Name]