

Employee Layoff Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Job Title]

Dear [Employee's Name],

We regret to inform you that due to [reason for furlough, e.g., economic conditions, company restructuring], we must temporarily furlough your position at [Company Name], effective [start date of furlough]. This decision was not made lightly, and we understand the impact it may have on you and your family.

Your last working day will be [last working day] and you will be eligible for [details regarding unemployment benefits, if applicable]. We will keep you updated on any changes and the expected date for re-evaluation of your furlough.

We truly appreciate your hard work and dedication during your time with [Company Name], and we hope to bring you back as soon as the situation allows.

If you have any questions or need further assistance, please do not hesitate to reach out to [HR contact information].

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]