

Employment Furlough Notification

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip]

Dear [Employee's Name],

We regret to inform you that due to [reason for furlough], we must place you on a temporary furlough effective [start date] through [end date]. During this period, your employment will be suspended, but you will remain an employee of [Company Name].

We understand that this news may be difficult to receive, and we want to assure you that this decision was made after careful consideration of the circumstances. We value your contributions to our team and hope to reunite once conditions improve.

During the furlough, you may be eligible for unemployment benefits. We encourage you to reach out to your state's unemployment office for information on how to apply.

If you have any questions or concerns, please do not hesitate to reach out to [HR contact name or position] at [HR contact phone number or email].

We appreciate your understanding during this challenging time and look forward to welcoming you back to work.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip]
[Phone Number]
[Email Address]