

Business Continuity Notification

Date: [Insert Date]

Dear [Employee's Name/Team],

As we navigate through the current challenges posed by [specific situation or reason for furlough], we want to assure you that our commitment to maintaining business continuity remains our top priority.

We understand that the upcoming furlough period may raise questions regarding your roles and responsibilities. Please note the following key points:

- Our office will remain operational during the furlough, with essential staff on-site to manage critical functions.
- All employees will continue to receive updates on company developments and any changes to our operational strategy.
- Support systems, including HR and IT, will be available to assist you during this period.
- We encourage you to stay engaged and reach out with any questions or concerns.

We appreciate your dedication and resilience as we work through this together. Your understanding and cooperation are crucial in ensuring a smooth transition during this time.

Thank you for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]