

# Employee Furlough Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Furlough Notification

Dear [Employee Name],

We regret to inform you that due to [reason for furlough, e.g., economic conditions, reduced workload], we must implement a temporary furlough for you and certain members of our team. This is not a reflection of your performance, which we greatly value.

Your furlough will begin on [start date] and will continue until [end date]. During this period, you will not be required to perform any work duties, and you will not receive compensation. However, please note that you may be eligible for unemployment benefits.

We understand that this is a challenging situation, and we are committed to keeping you informed about any developments and to supporting you during this time. We encourage you to reach out if you have any questions or need assistance.

We hope to have you back on board once the situation improves, and we appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]