

Furlough Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name] / [Company Name]

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you about an important decision that has been made regarding your employment status with [Company Name]. Due to [brief explanation of reasons, e.g., economic conditions, operational challenges], we have decided to implement a temporary furlough for certain staff members.

Your furlough will begin on [start date] and is expected to last until [end date, if known]. During this period, you will not be required to report to work, and you will not receive your regular salary. However, we encourage you to check on the status of your employment and benefits during this time, which may remain active based on your eligibility.

We understand that this may be a challenging time for you, and we assure you that we are committed to providing support and resources to help you through this furlough. You may contact [HR contact information] for any questions or assistance you may need.

We sincerely appreciate your hard work and dedication to [Company Name], and we look forward to welcoming you back once we are able to resume normal operations.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]