

Furlough Period Explanation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Position]

Subject: Furlough Period Explanation

Dear [Employee's Name],

We hope this message finds you well. We want to take a moment to explain the recent furlough period and what it means for you as an employee.

Due to [insert reason such as economic conditions, reduced demand, etc.], the company has made the difficult decision to implement a temporary furlough. During this period, you will not be required to report to work, and your pay will be suspended until the furlough ends.

The expected duration of the furlough is from [start date] to [end date]. We are continuously assessing the situation and will provide updates as they become available.

While you are on furlough, we encourage you to explore alternative options, including unemployment benefits. Please feel free to reach out to [HR contact name or department] for assistance with these matters.

We appreciate your understanding and cooperation during this challenging time. We are hopeful that we will return to regular operations soon and look forward to welcoming you back to work.

If you have any further questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]