

Furlough Update for Team Members

Dear Team,

We hope this message finds you well. We are reaching out to provide an update regarding the furlough situation that has impacted our team.

As you are aware, due to [insert reason for furlough], we had to implement furloughs affecting several team members. We want to assure you that this decision was not made lightly, and it was done with our commitment to the long-term sustainability of our organization in mind.

We are currently assessing the situation and hope to have more clarity in the following weeks. In the meantime, we encourage open communication and are here to support you as best as we can.

We truly value each and every one of you during this challenging time, and we appreciate your understanding and continued dedication.

If you have any questions or concerns, please do not hesitate to reach out to your manager or HR.

Thank you for your patience and support.

Sincerely,

The Management Team