

Mandatory Furlough Notification

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you about a mandatory furlough that will affect your employment status temporarily. This decision has been made due to [brief explanation of reasons, e.g., economic conditions, operational needs].

Your furlough will begin on [start date] and will end on [end date]. During this time, you will not be required to report to work and will not receive your regular pay. However, you may be eligible for [any applicable benefits/compensation, e.g., unemployment benefits].

Please take note of the following important details regarding your furlough:

- **Furlough Period:** [Start Date] to [End Date]
- **Return to Work Date:** [Expected Return Date]
- **Benefits Status:** [Explain benefits during furlough]
- **Contact Information:** [Provide contact details for questions]

If you have any questions or concerns regarding this furlough, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]