

Official Furlough Implementation Statement

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Position]

Subject: Furlough Notice

Dear [Employee Name],

We are writing to formally inform you about the implementation of a temporary furlough due to [reason for furlough, e.g., economic circumstances, operational changes]. Your last working day will be on [Last Working Day], and we expect to resume normal operations on [Expected Return Date].

During this furlough period, you will [explain any benefits, company policies related to furlough, e.g., if any benefits will remain active or not]. It is important to note that you will remain an employee of [Company Name] during this time.

Please do not hesitate to reach out if you have any questions or require further clarification regarding this matter. We appreciate your understanding and cooperation during this challenging time.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]