

Temporary Furlough Announcement

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. As you are aware, our company has been facing some unforeseen challenges due to [reason such as economic downturn, decreased demand, etc.]. After careful consideration, we have made the difficult decision to implement temporary furloughs to ensure the sustainability of our business.

We regret to inform you that you will be placed on temporary furlough starting on [start date] and expected to return to work on [return date]. During this period, you will not be required to report to work, and you will not receive your regular pay.

We understand that this may be a challenging time for you, and we are committed to supporting you through this transition. [Optional: Include information about benefits, resources, or support available to employees during this time.]

We appreciate your understanding and cooperation as we navigate this difficult situation. Should you have any questions or concerns, please do not hesitate to reach out to [HR contact information].

Thank you for your dedication and hard work during these challenging times.

Sincerely,

[Your Name]

[Your Title]

[Company Name]