[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Furlough

Dear [Employee Name],

We are writing to inform you that [Company Name] is implementing a temporary furlough due to [reason for furlough, e.g., economic conditions/restructuring].

Your furlough will officially begin on **[Start Date]**. We currently expect the furlough to end on **[End Date]**, though this date may be subject to change based on business needs.

During this period, you will remain an employee of the company, but you are not permitted to perform any work or services until you are recalled. Your compensation will be suspended for the duration of this furlough.

Regarding your benefits: [Insert information regarding health insurance, PTO, or unemployment eligibility].

We will keep you updated on any changes regarding your return-to-work date. Please ensure we have your current personal contact information on file.

If you have any questions, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Name]
[Title]
[Company Name]