**Subject:** Notice of Involuntary Temporary Furlough - [Employee Name]

Dear [Employee Name],

I am writing to inform you that [Company Name] is implementing an involuntary temporary furlough due to [reason for furlough, e.g., economic conditions/restructuring].

Your furlough will begin on [Start Date] and is currently expected to end on [Expected End Date/To Be Determined]. During this period, you will remain an employee of the company, but you are not permitted to perform any work or log into company systems.

Regarding your benefits:

- **Compensation:** This is an unpaid leave of absence.
- **Health Insurance:** [Details regarding insurance coverage during furlough].
- **Unemployment:** You may be eligible for unemployment benefits through [State Agency].

We will keep you updated on any changes regarding your return-to-work date. Please reach out to [HR Contact Name] at [Email/Phone Number] if you have any questions.

Thank you for your understanding and your contributions to the company.

Sincerely,

[Your Name]
[Your Title]
[Company Name]