[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Furlough Implementation and Effective Date

Dear [Employee Name],

This letter is to officially inform you that [Company Name] is implementing a temporary furlough due to [reason for furlough, e.g., economic downturn / restructuring / seasonal slowdown].

Your furlough will officially begin on **[Start Date]**. We currently anticipate this period to last until approximately **[End Date or "Until Further Notice"]**.

During this period, please note the following:

- **Work Duties:** You are not permitted to perform any work on behalf of the company during your furlough.
- **Compensation:** This is an unpaid leave of absence. However, you may be eligible for unemployment benefits through [State Agency Name].
- **Benefits:** Your [health insurance/benefits] will continue as follows: [Insert details regarding benefit maintenance].
- **Company Property:** You [are/are not] required to return company equipment at this time.

We appreciate your contributions to the team and regret having to take this step. We will keep you updated regarding your return-to-work status as more information becomes available.

If you have any questions regarding this notice, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Sender Name]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this furlough notice.

Signature: _____ Date: _____