[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Re: Notice of Temporary Furlough and Anticipated Duration

Dear [Employee Name],

Please be advised that [Company Name] is implementing a temporary furlough due to [Reason for Furlough, e.g., economic downturn, seasonal slowdown, or unforeseen business circumstances]. This furlough will affect your position as [Job Title].

Your furlough is scheduled to begin on [Start Date]. At this time, we anticipate that the furlough will be temporary. The expected duration of this furlough is approximately [Number of Weeks/Months], with a tentative return-to-work date of [Return Date].

Please note that this date is our best estimate based on current information and may be subject to change. We will maintain regular communication with you and will provide at least [Number] days' notice regarding your formal recall to work or any changes to the anticipated duration.

During this period, your employment status remains active, though you will be placed in an unpaid status. [Optional: Information regarding benefits, such as "Your health insurance benefits will continue through [Date]"].

If you have any questions regarding your benefits, unemployment eligibility, or the terms of this furlough, please contact [HR Contact Name] at [Phone Number/Email].

Thank you for your understanding and your continued commitment to [Company Name] during this time.

Sincerely,

[Signature]

[Name of Sender]

[Title]