Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID Number]

Subject: Notice of Furlough Authorization

Dear [Employee Name],

Please be advised that [Company Name] is placing your position on a temporary furlough effective [Start Date] due to [Reason for Furlough, e.g., seasonal downturn/economic conditions]. We anticipate this furlough to last until approximately [Expected End Date], though this is subject to change.

During this period, you will remain an employee of the company, but you are not authorized to perform any work or access company systems unless specifically requested by management. Your benefits status during this time is as follows: [Insert Benefits Info].

We appreciate your contributions and look forward to your return to active status.

Sincerely,

Management Authorization:

_____
[Authorized Signature]

[Name of Manager/Executive]
[Title]
[Department]

Approval Date: _____