

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Mandatory Partial Furlough

Dear [Employee Name],

This letter serves as official notification that [Company Name] is implementing a mandatory partial furlough program due to [reason for furlough, e.g., economic downturn / seasonal restructuring].

Effective [Start Date], your weekly work schedule will be reduced from [Current Hours] hours per week to [New Hours] hours per week. This partial furlough is currently expected to last until [End Date or "further notice"].

Key Details of Your Partial Furlough:

- **Work Schedule:** Your new designated working days will be [Days of the Week]. You are not permitted to perform any work for the company during your furloughed hours.
- **Compensation:** Your salary/wages will be prorated to reflect the reduction in hours.
- **Benefits:** [Insert details regarding health insurance, accrual of PTO, and 401k contributions].
- **Unemployment Insurance:** You may be eligible for partial unemployment benefits through the [State/Regional] employment office. We encourage you to contact them directly to determine your eligibility.

Please note that this action is a reduction in hours and not a termination of your employment. We value your contributions and appreciate your flexibility during this challenging period.

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

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

Employee Acknowledgment:

I acknowledge receipt of this notice and understand the terms of my partial furlough.

Signature: _____ Date: _____