

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notice of Partial Furlough due to Economic Conditions**

Dear [Employee Name],

Due to the current economic downturn and its impact on our business operations, [Company Name] must implement cost-reduction measures. As a result, we are informing you that your position is being placed on a partial furlough.

**Furlough Details:**

- **Effective Date:** [Start Date]
- **Reduced Schedule:** Your hours will be reduced from [Old Hours] to [New Hours] per week.
- **Work Days:** Your revised working days will be [List Days of Week].
- **Duration:** This arrangement is expected to last until [End Date/Indefinite], subject to business needs.

**Compensation and Benefits:**

Your salary/wages will be prorated based on your reduced hours. Regarding your benefits:

- **Health Insurance:** [Details regarding coverage maintenance].
- **Leave Accrual:** [Details regarding vacation/sick time accrual].
- **Unemployment:** You may be eligible for partial unemployment benefits. Please contact your state's unemployment office for more information.

We appreciate your dedication during this challenging period. We remain committed to returning to full operations as soon as business conditions improve. If you have any questions regarding this notice, please contact [HR Name/Department].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_