

[Date]

[Employee Name]  
[Employee ID]  
[Department Name]

**Subject: Notification of Reduction in Hours and Temporary Furlough**

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a department-wide reduction in work hours and a temporary furlough program for the [Department Name] department. This decision has been made due to [Reason, e.g., seasonal downturn / budgetary constraints / reorganization].

**Reduction in Hours:**

Effective [Start Date], your weekly schedule will be reduced from [Current Hours] hours per week to [New Hours] hours per week. This schedule change is expected to remain in effect until [End Date or "further notice"].

**Furlough Period:**

In addition to the hourly reduction, you are being placed on a temporary, unpaid furlough. Your furlough will begin on [Furlough Start Date] and is currently scheduled to end on [Furlough End Date]. During this period, you are not authorized to perform any work on behalf of the company.

**Benefits and Compensation:**

During the furlough period, your [Health/Dental/Vision] benefits will [continue/be suspended]. You may be eligible for unemployment insurance benefits through the state. We encourage you to contact your local unemployment office for more information regarding eligibility.

**Next Steps:**

We understand this is a difficult transition. Please return any company property required for this period by [Date]. We will keep you informed of any changes to the expected return date.

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

Sincerely,

[Name]  
[Title]  
[Company Name]