

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Shift Reduction and Partial Furlough

Dear [Employee Name],

We are writing to formally notify you of a change to your employment status. Due to [state reason, e.g., economic conditions, operational changes, or seasonal downturn], [Company Name] must implement a temporary reduction in work hours and a partial furlough for your position.

Changes to Work Schedule:

Effective [Start Date], your current weekly hours will be reduced from [Current Hours] to [New Hours] per week. Your revised work schedule will be as follows:
[Insert Schedule Details, e.g., Monday-Wednesday, 9:00 AM - 5:00 PM].

Compensation and Benefits:

- **Salary/Wages:** Your compensation will be adjusted proportionally to reflect the reduction in hours.
- **Health Insurance:** [State whether benefits remain active, e.g., Your health insurance coverage will remain in effect provided you continue to pay your portion of the premiums].
- **Paid Time Off:** [State impact on PTO accrual, e.g., PTO will continue to accrue at your new reduced rate].

Duration:

At this time, we expect this partial furlough to last until [End Date or "further notice"]. We will monitor the situation closely and provide you with updates regarding a return to your full-time schedule as information becomes available.

Unemployment Benefits:

Because your hours have been reduced, you may be eligible for partial unemployment benefits through the [State/Local] Department of Labor. We encourage you to contact them directly to determine your eligibility.

We appreciate your hard work and your understanding during this challenging period. If you have any questions regarding these changes, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the terms of my shift reduction and partial furlough.

Signature: _____ Date: _____