

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

[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Notification of Transition to Part-Time Status (Partial Furlough)

Dear [Employee Name],

This letter is to formally notify you that due to [reason for furlough, e.g., current economic conditions/operational changes], your employment status is being transitioned from full-time to part-time as part of a partial furlough program.

Effective Date: [Start Date]

New Schedule: [Number] hours per week

Work Days: [Specific Days/Hours]

Your compensation will be adjusted to reflect this change in hours. Your new hourly rate or prorated salary will be [Amount] per [Pay Period].

Regarding your benefits:

- **Health Insurance:** [Details regarding continued coverage or changes].
- **Paid Time Off:** [Details regarding accrual rates or existing balances].
- **Retirement Plans:** [Details regarding contributions].

We anticipate that this transition will remain in effect until [Expected End Date or "Further Notice"]. We will continue to monitor the situation and provide updates as they become available.

Please review and sign the attached acknowledgement form and return it to the Human Resources department by [Deadline Date]. If you have any questions regarding your benefits or unemployment eligibility, please contact [Contact Name/Department].

Thank you for your continued dedication to the company during this time.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]