

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

[Date]

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

Subject: Notification of Partial Furlough due to Seasonal Slowdown

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a temporary partial furlough due to the anticipated seasonal business slowdown. As our volume of work decreases during this period, we must adjust our staffing levels to align with current operational needs.

Effective [Start Date], your work schedule will be reduced from [Current Hours per Week] hours to [New Hours per Week] hours. This partial furlough is expected to last until [Estimated End Date], though this may change based on business requirements.

Please note the following details regarding this change:

- **Work Schedule:** Your new schedule will be [Describe Schedule, e.g., Monday-Wednesday, 8 AM to 5 PM].
- **Compensation:** Your wages will be adjusted to reflect the actual hours worked.
- **Benefits:** [Explain impact on health insurance, PTO accrual, or other benefits].
- **Unemployment:** You may be eligible for partial unemployment benefits through the state. We encourage you to contact the [State Agency Name] for more information.

We appreciate your hard work and your understanding during this seasonal transition. We look forward to returning to a full schedule as soon as business volume increases.

If you have any questions regarding this notification, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Sender Name]
[Sender Title]

Acknowledgment of Receipt:

I acknowledge that I have received this notice of partial furlough.

Employee Signature: _____ Date: _____