

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

[Date]

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

Subject: Notification of Partial Furlough and Reduction of Hours

Dear [Employee Name],

This letter serves as formal notification that due to [reason for reduction, e.g., economic downturn / seasonal slowdown / operational changes], [Company Name] is implementing a partial furlough and a reduction of your working hours.

Effective [Start Date], your weekly working hours will be reduced from [Old Hours] to [New Hours] per week. Your revised work schedule will be as follows: [Insert Schedule Details].

Please note the following regarding this change:

- **Compensation:** Your salary/wages will be adjusted proportionally to reflect the reduction in hours.
- **Benefits:** [Specify impact on benefits, e.g., Health insurance remains active / Accrual rates for PTO may change].
- **Duration:** This arrangement is expected to last until [End Date or "further notice"].

We appreciate your continued contributions to the team during this challenging time. If you have any questions regarding your eligibility for partial unemployment benefits or other concerns, please contact [HR Contact Name] at [Phone/Email].

Please sign below to acknowledge receipt of this notification and your understanding of the terms outlined above.

Sincerely,

[Manager/HR Name]
[Title]

Employee Acknowledgement:

I, [Employee Name], acknowledge that I have received this notice and understand the changes to my working hours and compensation.

Signature: _____ Date: _____