

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Subject: Notice of Temporary Furlough

Dear [Employee Name],

Please be advised that due to [reason for furlough, e.g., economic conditions/seasonal restructuring], [Company Name] has made the difficult decision to implement a temporary furlough. This letter serves as formal notification that you are being placed on furlough effective [Start Date].

We currently anticipate that this furlough will be temporary and expect it to conclude on or about [Expected Return Date]. However, please note that this date is subject to change based on business needs. We will provide you with as much notice as possible regarding your return to work.

Compensation and Work Status:

As an exempt employee, you will not receive your salary during any full workweek in which you perform no work. Under Department of Labor regulations, you must not perform any work-related tasks during this furlough period. This includes checking emails, taking phone calls, or accessing company systems. Failure to comply with this requirement may result in a loss of exempt status for the pay period.

Employee Benefits:

[Insert details regarding health insurance, e.g., Your health insurance benefits will continue through the end of the month]. You will be responsible for your portion of the premium payments. Further information regarding [401k/Life Insurance/HSA] is attached to this letter.

Paid Time Off (PTO):

[Insert policy, e.g., You may/may not use accrued PTO during this period to supplement your income, subject to company policy].

Unemployment Benefits:

You may be eligible for unemployment insurance benefits during this period. We encourage you to contact the [State] Department of Labor or equivalent agency to determine your eligibility and file a claim.

We appreciate your contributions to [Company Name] and regret the necessity of this action. If you have questions regarding your benefits or the furlough process, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Name]

[Title]

[Company Name]