

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

**Subject: Notice of Temporary Furlough**

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a temporary furlough due to [reason for furlough, e.g., economic downturn, seasonal slowdown, or unforeseen business circumstances].

As an exempt employee, your furlough is scheduled to begin on [Start Date] and is currently expected to end on [End Date]. Please note that this date is subject to change based on business needs.

During this period, the following conditions apply:

- **Work Restrictions:** You are strictly prohibited from performing any work-related tasks during the furlough period. This includes checking emails, taking phone calls, or accessing company systems.
- **Compensation:** As an exempt employee, you will not receive your salary for any full workweek in which no work is performed.
- **Benefits:** [Insert details regarding health insurance, 401k, and accrual of PTO during the furlough period].
- **Unemployment:** You may be eligible for unemployment benefits. Please contact your local state unemployment office for filing instructions.

We appreciate your contributions to [Company Name] and regret that this action is necessary. We will keep you updated on any changes regarding your return-to-work date.

If you have any questions regarding your benefits or the furlough process, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

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**Employee Acknowledgment:**

I acknowledge receipt of this notice and understand the terms of my temporary furlough.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date