

**DATE:** [Insert Date]

**TO:** [Employee Name]

**FROM:** [Manager Name/HR Department]

**SUBJECT:** Notice of Mandatory Furlough

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a mandatory furlough for exempt employees due to [reason for furlough, e.g., seasonal slowdown/budgetary constraints/economic conditions].

Your furlough is scheduled to begin on **[Start Date]** and is expected to end on **[End Date]**. During this period, you will remain an employee of the company, but you will be placed on a temporary, unpaid leave of absence.

**Work Restrictions:**

As an exempt employee, 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. Under federal and state law, performing any work during a furlough week may entitle you to your full salary for that week, which would negate the purpose of the furlough.

**Compensation and Benefits:**

- **Salary:** You will not receive your regular salary during the furlough period.
- **Health Benefits:** [Details regarding health insurance coverage, e.g., benefits will continue as long as employee premiums are paid].
- **Paid Time Off:** [Details regarding accrual or use of PTO/Vacation time].
- **Unemployment:** You may be eligible for unemployment benefits during this time. Please contact your local state unemployment office for more information.

We anticipate your return to work on **[Return Date]** at your normally scheduled time. Should there be any changes to this schedule, we will notify you as soon as possible via [personal email or phone number].

Please sign below to acknowledge receipt of this notice.

Sincerely,

[Sender Signature]

[Sender Name and Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this notice and understand that I am prohibited from working during the designated furlough period.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_