

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Subject: Notice of Short-Term Furlough**

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a mandatory short-term furlough due to [reason for furlough, e.g., seasonal slowdown / economic conditions / restructuring].

Your furlough is scheduled to begin on **[Start Date]** and is currently expected to end on **[End Date]**. We anticipate your return to work on **[Return to Work Date]**.

Please note the following details regarding your exempt status during this period:

- **Work Restrictions:** As an exempt employee, you are prohibited from performing any work-related tasks during the furlough week(s). This includes checking emails, answering phone calls, or accessing company systems.
- **Compensation:** You will not receive your salary for the duration of the furlough period.
- **Benefits:** Your health insurance and other benefits will [remain active / be handled as follows: Details].
- **Unemployment:** You may be eligible for unemployment benefits during this time. Please contact your local state unemployment office for more information.

We appreciate your contributions to the team and thank you for your understanding during this temporary transition. If you have any questions regarding this notice, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge receipt of this furlough notice.

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