

[Date]

[Employee Name]

[Employee ID]

[Home Address]

**Subject: Notice of Indefinite Furlough**

Dear [Employee Name],

Please be advised that due to [reason for furlough, e.g., unforeseen business circumstances/economic downturn], [Company Name] has made the difficult decision to place your position on an indefinite furlough effective [Furlough Start Date].

As an exempt employee, please note the following regarding your status:

- **Duration:** This furlough is indefinite. We will monitor business conditions and notify you immediately regarding a potential recall date.
- **Work Restrictions:** During the furlough period, you are strictly prohibited from performing any work on behalf of the company. This includes checking emails, taking phone calls, or completing any administrative tasks.
- **Compensation:** Your salary will be discontinued as of [Last Day of Pay].
- **Benefits:** [Insert details regarding health insurance, 401k, and PTO accrual during the furlough period].
- **Unemployment:** You may be eligible for unemployment insurance benefits. We recommend contacting your local state unemployment office for filing instructions.

We will remain in contact with you regarding any updates to your employment status. Please ensure we have your current personal email address and phone number on file.

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]