

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Partial Workweek Furlough

Dear [Employee Name],

Due to [reason for furlough, e.g., economic conditions/seasonal downturn], [Company Name] is implementing a mandatory partial workweek furlough program. This letter serves as formal notification regarding the change to your work schedule and compensation.

Furlough Schedule

Effective [Start Date], your workweek will be reduced from [Current Number] days per week to [New Number] days per week. Specifically, you will not be required to work on [Day(s) of the week, e.g., Fridays]. This schedule is currently expected to remain in effect until [End Date or "further notice"].

Compensation

As an exempt employee, your salary will be reduced proportionally to reflect the reduction in your workweek. Your new weekly salary will be \$[Amount], effective [Date]. To maintain your exempt status under the Fair Labor Standards Act (FLSA), you must perform no work whatsoever on your designated furlough days. This includes checking emails, taking phone calls, or performing any administrative tasks.

Benefits

[Select one: Your health and welfare benefits will remain active during this period / Please contact HR regarding changes to your benefits]. Your accrual of [PTO/Vacation time] will [continue/be adjusted] based on your new schedule.

Unemployment Insurance

You may be eligible for partial unemployment insurance benefits through the [State/Region] employment office. We encourage you to contact them directly to determine your eligibility.

We appreciate your continued dedication to [Company Name] during this challenging time. If you have any questions regarding this transition, please contact [Name/Department] at [Contact Information].

Sincerely,

[Name]

[Title]

[Company Name]

Acknowledgment:

I acknowledge that I have received this notice and understand that I am prohibited from performing any work on my designated furlough days.

Employee Signature

Date