

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee 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., seasonal downturn, restructuring, or economic conditions].

Your furlough will begin on [Start Date] and is currently expected to end on [End Date/Undetermined]. During this period, you will remain an employee of the company; however, you will be placed on an unpaid leave of absence.

**Work Requirements:**

As a non-exempt employee, you are prohibited from performing any work for the company during this furlough period. This includes checking emails, answering phone calls, or performing any administrative tasks. You must record all time worked up until the end of your shift on [Last Day of Work].

**Compensation and Benefits:**

- You will receive your final paycheck for hours worked through [Date] on the next regular payday.
- [Details regarding health insurance coverage, e.g., Your health benefits will continue through Date].
- [Details regarding accrual of PTO/Vacation time during furlough].

**Unemployment Benefits:**

You may be eligible for unemployment insurance benefits during this time. We encourage you to contact the [State] Department of Labor or equivalent agency to file a claim and determine your eligibility.

**Next Steps:**

We will keep you informed of any changes regarding the expected return-to-work date. Please ensure that [Human Resources/Manager Name] has your current personal email address and phone number for future communication.

We appreciate your contributions to the company and look forward to your return.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]