

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

[Date]

[Employee Name]
[Employee ID]
[Address]
[City, State, Zip Code]

Re: Notice of Temporary Furlough

Dear [Employee Name],

Due to [reason for furlough, e.g., seasonal downturn / unforeseen business circumstances / restructuring], [Company Name] is implementing a temporary furlough for hourly staff members. This letter serves as formal notification that your position is included in this furlough.

Furlough Details:

- **Effective Date:** Your furlough will begin on [Start Date].
- **Anticipated Return Date:** We currently expect this furlough to last until [End Date/TBD]. We will notify you of your return-to-work date as soon as possible.

Compensation and Hours:

During this period, you will remain an employee of [Company Name]; however, you will not be scheduled for any hours and will not receive pay from the company. You are strictly prohibited from performing any work-related tasks during your furlough.

Benefits:

[Detail benefit status, e.g., Health insurance coverage will continue through [Date], provided you continue to pay your portion of the premium.] Please contact [HR Contact Name] at [Phone/Email] regarding your specific benefit questions.

Unemployment Insurance:

Because this is a temporary reduction in work hours, you may be eligible for unemployment insurance benefits. You should contact the [State] Department of Labor to file a claim and determine your eligibility.

We appreciate your contributions to [Company Name] and look forward to your return. Please acknowledge receipt of this letter by signing below.

Sincerely,

[Sender Name]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this notice of temporary furlough.

Signature: _____ Date: _____