

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

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

Subject: Notification of Partial Furlough and Reduction in Hours

Dear [Employee Name],

Due to [reason for reduction, e.g., economic downturn, restructuring, or seasonal slowdown], [Company Name] is implementing a partial furlough and a reduction in working hours for your position.

This change will be effective as of [Start Date]. Your new working schedule will be as follows:

- **New Weekly Hours:** [Number of hours] hours per week
- **Work Schedule:** [Days and times, e.g., Monday-Wednesday, 9 AM - 5 PM]
- **Furlough Days:** [Specific days or period of non-work]

Accordingly, your compensation will be adjusted to reflect the reduction in hours. Your new [salary/hourly rate] will be [Amount] per [Pay Period].

Regarding your benefits:

- **Health Insurance:** [Details on continued coverage or changes]
- **Accrued Leave:** [Details on PTO/Vacation accrual during this period]
- **Unemployment:** You may be eligible for partial unemployment benefits. Please contact your local state unemployment office for more information.

We anticipate this partial furlough to last until [End Date/Indefinite]. We will continue to monitor the situation and provide you with updates regarding any further changes to your employment status or schedule.

Please sign and return a copy of this letter to [Department/Name] by [Deadline Date] to acknowledge your receipt and understanding of these changes.

Sincerely,

[Name of Sender]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notification and understand the changes to my hours and compensation.

Signature: _____ Date: _____