

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

[Date]

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

Subject: Notice of Unpaid Furlough

Dear [Employee Name],

Please be advised that due to [reason for furlough, e.g., economic conditions/seasonal slowdown/restructuring], [Company Name] has made the difficult decision to implement a mandatory unpaid furlough for your position.

Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [End Date or "be of indefinite duration"].

Work and Compensation:

As a non-exempt employee, you are not permitted to perform any work on behalf of the company during this period. This includes checking emails, answering phone calls, or performing any administrative tasks. You will not receive your regular hourly wages during this time.

Benefits:

[Insert details regarding health insurance, such as: "Your health benefits will continue through [Date], provided you continue to pay your portion of the premiums."] Please contact the HR Department at [Phone/Email] to discuss your specific benefit arrangements.

Unemployment Insurance:

You may be eligible to apply for unemployment insurance benefits through the state during this period. We encourage you to contact [State Unemployment Agency] to determine your eligibility.

Return to Work:

We will provide you with as much notice as possible regarding your return-to-work date. Please ensure that your contact information on file remains current.

We appreciate your contributions to the company and regret that this action is necessary. If you have any questions regarding this notice, please contact [Name/Department].

Sincerely,

[Signature]
[Name of Sender]
[Title]

Employee Acknowledgment:

I acknowledge receipt of this furlough notice.

Signature: _____ Date: _____