

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Position:** [Job Title]

**Subject: Notice of Indefinite Furlough**

Dear [Employee Name],

Please be advised that due to [reason for furlough, e.g., unforeseen business circumstances/economic downturn], [Company Name] is placing your position on an indefinite furlough effective [Furlough Start Date].

An indefinite furlough means that you remain an employee of the company, but your work hours are reduced to zero and your pay will cease during this period. Because this furlough is indefinite, we do not currently have a specific date for your return to work. We will monitor the situation closely and will provide you with as much notice as possible when we are able to recall you to active duty.

As a non-exempt employee, the following terms apply:

- **Final Pay:** You will be paid for all hours worked up to [Furlough Start Date] on your next regularly scheduled payday.
- **Benefits:** [Insert information regarding health insurance, e.g., Your health benefits will continue through the end of the month / You will receive a separate COBRA notice].
- **Paid Time Off:** [Insert policy regarding accrued vacation or PTO, e.g., You may/may not use accrued PTO during this time].
- **Unemployment:** You may be eligible for unemployment insurance benefits. You should contact the local state unemployment office to file a claim.
- **Company Property:** Please [return/retain] all company property, including laptops and keys, by [Date].

Please ensure that the Human Resources department has your current personal email address and phone number so that we may contact you regarding your return to work.

Thank you for your contributions to [Company Name]. We appreciate your patience and understanding during this difficult time.

Sincerely,

[Manager Name/HR Representative Name]  
[Title]  
[Company Name]

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**Acknowledgment of Receipt:**

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

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Employee Signature

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Date