

**Date:** [Insert Date]

**To:** [Employee Name]

**Subject:** Notice of Short-Term Furlough

Dear [Employee Name],

I am writing to inform you that [Company Name] is implementing a mandatory short-term furlough due to [reason for furlough, e.g., seasonal slowdown / economic conditions / temporary restructuring].

Your furlough is scheduled to begin on **[Start Date]** and is expected to conclude on **[End Date]**. We anticipate that you will return to your regular work schedule on **[Return Date]**.

Please note the following details regarding this period:

- **Compensation:** This is an unpaid leave of absence. You may not perform any work for the company during this time.
- **Benefits:** [Insert information regarding health insurance and benefit continuity, e.g., Your health benefits will remain active during this period].
- **Unemployment:** You may be eligible for unemployment benefits. Please contact your local state agency for more information.
- **Company Property:** You are [required / not required] to return company equipment during this period.

We appreciate your hard work and your understanding during this temporary transition. If you have any questions regarding this notice, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]