

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Emergency Business Interruption Furlough

Dear [Employee Name],

Due to unforeseen emergency circumstances resulting in a significant business interruption, we regret to inform you that [Company Name] must implement a mandatory furlough. This decision is a direct result of [mention cause, e.g., natural disaster, sudden government mandate, utility failure] which has made it impossible to maintain normal operations at this time.

Your furlough is scheduled to begin on **[Start Date]**. At this time, we anticipate the furlough will last until **[Expected End Date or "Until Further Notice"]**.

Please take note of the following information regarding your employment status during this period:

- **Work Status:** You are instructed not to perform any work on behalf of the company during the furlough period. This includes checking emails or accessing company systems.
- **Compensation:** This furlough is unpaid. However, you may be eligible to use accrued [PTO/Vacation time] to cover a portion of this period, subject to company policy.
- **Benefits:** Your [Health/Dental/Vision] insurance benefits will [remain active / be suspended] during this period. [Insert details regarding premium payments].
- **Unemployment Insurance:** You may be eligible for unemployment benefits through the state. We encourage you to contact your local unemployment office as soon as possible.

We will continue to monitor the situation closely and will provide updates regarding your return to work as soon as more information becomes available. Please ensure that we have your current personal email and phone number on file.

We appreciate your hard work and your understanding during this challenging and unexpected time.

If you have questions regarding this notice, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Name]

[Title]

[Company Name]