

[Date]

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

Subject: Notice of Temporary Furlough

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a temporary furlough due to [Reason for Furlough, e.g., seasonal downturn/economic conditions]. Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [Expected End Date].

Employment Status:

During this period, you remain an employee of [Company Name]; however, as a non-exempt employee, you are placed on a non-paid status. You are not permitted to perform any work on behalf of the company during this time, including checking emails or answering work-related calls.

Compensation and Benefits:

- Your final paycheck for hours worked through [Last Day Worked] will be issued on [Pay Date].
- [Information regarding health insurance benefits/premiums during furlough].
- [Information regarding PTO or vacation time usage, if applicable].

Unemployment Insurance Resources:

Because this furlough is a temporary reduction in force, you may be eligible to collect unemployment insurance benefits. We encourage you to file your claim as soon as possible. Resources for filing are listed below:

- **State Unemployment Agency:** [State Department of Labor/Workforce Development]
- **Website:** [URL for Unemployment Filing]
- **Phone Number:** [Phone Number for Agency]
- **Employer ID / Separation Code:** [Provide if required by state]

Company Contact Information:

If you have questions regarding your benefits or the return-to-work process, please contact [HR Name/Department] at [Phone Number] or [Email Address].

We appreciate your contributions to [Company Name] and look forward to your return.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]