

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

[Date]

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

Subject: Notice of Seasonal Furlough

Dear [Employee Name],

We are writing to inform you that due to the conclusion of our peak operating season, your position is subject to a mandatory seasonal furlough. This is a temporary leave of absence and does not represent a permanent termination of your employment.

Your furlough will officially begin on **[Start Date]**. We currently anticipate that the furlough period will end on or about **[Tentative Return Date]**, depending on seasonal business demands. We will contact you at least [Number] days prior to your return to confirm your schedule.

During this period, please note the following:

- **Compensation:** This period of leave will be unpaid.
- **Benefits:** [Detail status of health insurance, 401k, or accrued PTO].
- **Unemployment:** You may be eligible for unemployment insurance benefits during this time. Please contact your local state office for eligibility requirements.
- **Company Property:** Please [return/retain] all company property, including keys and equipment, during this interval.

Please ensure that we have your current contact information on file so that we may reach you regarding your return to work. If your contact details change, please notify [Department Name] at [Phone Number/Email].

Thank you for your hard work throughout the season. We look forward to your return.

Sincerely,

[Signature]
[Name of Sender]
[Title]