

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

[Date]

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

Re: Notice of Temporary Winter Furlough

Dear [Employee Name],

This letter is to formally notify you that due to the seasonal nature of our business and the arrival of the winter season, your position is being placed on a temporary furlough. This decision is based on seasonal business demands and is not a reflection of your performance.

Your temporary furlough will begin on **[Start Date]**. We currently anticipate that the winter furlough period will end on or around **[Estimated Return Date]**, depending on weather conditions and business requirements. We will contact you at least [Number] days in advance to confirm your return-to-work date.

During this period, your status will remain as an employee of [Company Name]. Regarding your benefits:

- **Health Insurance:** [Details regarding premium payments/coverage].
- **Paid Time Off:** [Details regarding accrual or use of PTO during furlough].
- **Unemployment:** You may be eligible for unemployment benefits during this temporary layoff. Please contact your local state unemployment office for more information.

Please return all company equipment, including [List Equipment, e.g., keys, laptops, tools], by [Date]. You will be notified of the process for retrieving these items upon your return.

We appreciate your hard work throughout the past season and look forward to your return in the spring. If you have any questions regarding this notice, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Company Name]