

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notice of Seasonal Furlough

Dear [Employee Name],

We would like to thank you for your hard work and dedication during the busy holiday season. Your efforts contributed significantly to our team's success during this peak period.

As we move into the post-holiday season, our staffing requirements have changed in line with the seasonal decrease in retail traffic. As discussed during your hiring process, your seasonal position is subject to a furlough based on these operational needs.

Please be advised that your seasonal furlough will begin on **[Last Working Date]**. At this time, your status will transition to inactive.

Regarding your employment status:

- **Final Paycheck:** You will receive payment for all hours worked up to your final day on the next regularly scheduled payday.
- **Company Property:** Please return your employee ID badge, keys, and any company uniforms to [Department/Manager Name] by the end of your last shift.
- **Future Opportunities:** We will keep your contact information on file. Should business volumes increase or permanent positions become available, we encourage you to re-apply or we may contact you regarding potential recall.

If you have any questions regarding your benefits or the furlough process, please contact the Human Resources department at [Phone Number/Email].

We wish you the best in your future endeavors and thank you again for your service to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]