

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Subject: Notice of Temporary Furlough

Dear [Employee Name],

I am writing to inform you that [Company Name] is implementing a temporary furlough due to [reason for furlough, e.g., economic downturn, seasonal slowdown, or restructuring].

Your furlough will begin on [Start Date] and is currently expected to end on [End Date or "is indefinite at this time"]. During this period, you will remain an employee of [Company Name], but you will not perform any work or receive your regular salary.

Regarding your benefits:

- **Health Insurance:** [Details about coverage continuation or COBRA].
- **Paid Time Off:** [Details about whether PTO can be used or if accrual stops].
- **Unemployment:** You may be eligible for unemployment benefits. Please contact your local state agency for more information.

We will keep you updated on any changes regarding your return-to-work date. Please ensure we have your current personal email and phone number on file.

If you have any questions regarding this notice, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]