

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

[Date]

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

**Subject: End of Season Furlough Advisory**

Dear [Employee Name],

As our peak season comes to an end, we are writing to formally notify you that you will be placed on a seasonal furlough. Your last day of active work will be [Last Working Date].

Please note the following details regarding your furlough status:

- **Furlough Period:** This furlough is temporary and is expected to last until the start of our next season, tentatively scheduled for [Expected Return Date].
- **Benefits:** [Insert information regarding health insurance or benefit coverage during the furlough period].
- **Equipment:** Please return [List equipment, e.g., keys, laptops, uniforms] to [Location/Person] by [Date].
- **Communication:** We will contact you via [Email/Phone] should there be any changes to the expected return date.

We appreciate your hard work throughout this season and look forward to your return. Please contact [Manager Name/HR Department] at [Phone Number/Email] if you have any questions regarding this notice.

Sincerely,

[Your Signature]

[Your Name]  
[Your Title]