

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notice of Mandatory Seasonal Furlough

Dear [Employee Name],

This letter serves as official notification that you are being placed on a mandatory seasonal furlough. Due to the scheduled seasonal reduction in operational requirements, your position is impacted by this temporary work shortage.

Furlough Period:

Your last day of work will be [Last Working Date]. Your furlough will officially begin on [Start Date] and is currently expected to end on [Estimated Return Date]. Please note that this return date is subject to change based on business needs.

Status of Employment:

During this period, you remain an employee of [Company Name]; however, you are not authorized to perform any work or access company systems. This is a mandatory unpaid leave of absence.

Benefits and Compensation:

- **Pay:** You will receive payment for all hours worked up to [Last Working Date].
- **Health Insurance:** [Insert details regarding benefit continuity or premium payment requirements].
- **Paid Time Off:** [Insert policy regarding use of accrued PTO/Vacation during furlough].
- **Unemployment:** You may be eligible for unemployment insurance benefits during this period. Please contact your state's unemployment office for filing instructions.

Equipment:

[Insert instructions regarding the return or storage of company property such as laptops, keys, or vehicles].

We will contact you via [Phone/Personal Email] no later than [Date] to confirm your return-to-work schedule. Please ensure your contact information remains up to date with the Human Resources department.

Thank you for your continued contributions to [Company Name].

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this directive and understand the terms of the seasonal furlough.

Signature: _____ Date: _____