

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Seasonal Furlough

Dear [Employee Name],

As we approach the end of our peak season, we are writing to formally notify you that you are being placed on a temporary seasonal furlough effective [Start Date of Furlough].

This decision is due to the regular seasonal decrease in business volume at [Company Name]. Please be assured that this is a temporary measure and is not a reflection of your job performance.

Return to Work:

We anticipate recalling employees for the upcoming season on or around [Expected Return Date]. We will contact you at least [Number] days in advance to confirm your specific return date.

Benefits and Compensation:

During this furlough period, your status will remain as an employee of [Company Name]. Your health insurance benefits will [remain active / be handled as follows] during this time. Please contact the HR department regarding any questions about unemployment insurance eligibility or accrued vacation time.

Company Property:

Before your last day of work on [Last Day of Work], please ensure that you [return keys/uniforms/equipment] to [Manager Name].

Contact Information:

Please ensure we have your current personal email address and phone number on file so we can reach you regarding your return to work.

Thank you for your hard work and dedication throughout this past season. We look forward to welcoming you back soon.

Sincerely,

[Your Name]

[Your Title]

[Company Name]