

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

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

Dear [Employee Name],

Subject: Notice of Seasonal Furlough

Due to the seasonal nature of our agricultural operations and the conclusion of the current harvest/growing cycle, we are writing to inform you that you will be placed on a temporary furlough. This period of unpaid leave is necessary as our production slows down for the off-season.

Your last day of active work will be [Last Working Date]. Your furlough is expected to last until approximately [Estimated Return Date], depending on weather conditions and the start of the next planting/harvest season.

During this period, you remain an employee of [Company Name]. Your benefits status is as follows: [Insert details about health insurance or benefits coverage here]. You may also be eligible for unemployment insurance benefits; please contact your local state agency for more information.

We will contact you no later than [Date] to provide an update regarding your return to work. Please ensure we have your current phone number and email address on file.

We value your hard work during the peak season and look forward to your return when operations resume.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]