

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

[Date]

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

Subject: Notice of Temporary Seasonal Furlough

Dear [Employee Name],

This letter is to formally notify you that due to the seasonal nature of our business operations, you will be placed on a temporary furlough effective [Start Date of Furlough].

This action is a result of the scheduled seasonal downturn and is not a reflection of your individual performance. We currently anticipate that this furlough period will conclude on or around [Anticipated Return Date], at which time we expect to recall you to your position.

During this period, you will remain an employee of [Company Name], but you will not perform any work or receive a salary. Regarding your benefits:

- **Health Insurance:** [Details regarding premium payments or coverage continuation].
- **Paid Time Off:** [Details regarding accrual or use of PTO/Vacation during furlough].
- **Unemployment:** You may be eligible for unemployment benefits during this time. Please contact the state unemployment office for eligibility requirements.

We will contact you via [Phone/Email] regarding your specific return-to-work date as the next season approaches. Please ensure that we have your current contact information on file.

Thank you for your hard work and contribution to [Company Name]. We look forward to your return.

Sincerely,

[Name]
[Title]
[Company Name]