

To: All Employees

From: [Name/Management]

Date: [Date]

Subject: Important Notice Regarding Company-Wide Furlough

Dear Team,

Due to [reason for furlough, e.g., current economic conditions/seasonal downturn/restructuring], [Company Name] has made the difficult decision to implement a company-wide furlough.

This furlough is currently scheduled to begin on [Start Date] and is expected to conclude on [End Date]. During this period, all employees are requested not to perform any work-related duties or access company systems.

Key Information:

- **Compensation:** This is an unpaid leave of absence. You may be eligible for unemployment insurance benefits during this time.
- **Benefits:** [Company Name] will continue to provide health insurance benefits. You will be responsible for [your portion of premiums/payment details].
- **Accrued Time:** [Policy regarding use of PTO or Vacation time during furlough].

We understand the impact this has on you and your families. This measure is intended to be temporary and is necessary to ensure the long-term stability of the company. We remain committed to bringing our team back as soon as business conditions allow.

An individual meeting or FAQ document will be provided by [Department/HR] to address specific questions regarding your status.

Thank you for your professionalism and continued dedication during this challenging time.

Sincerely,

[Signature]

[Name]

[Title]