

Date: [Insert Date]

To: All Employees

Subject: Notice of Temporary Company-Wide Furlough

Dear Team,

This letter is to formally notify you that [Company Name] will be implementing a temporary company-wide furlough effective [Start Date]. We expect this furlough to last until approximately [End Date], though this remains subject to change based on business conditions.

This decision is the result of [Reason for Furlough, e.g., seasonal downturn, economic conditions, or restructuring] and is not a reflection of your individual performance. During this period, your employment remains active, but you are not permitted to perform any work-related tasks or log into company systems.

Compensation and Benefits:

- **Pay:** This furlough period is unpaid. Your final paycheck for work performed through [Last Work Date] will be issued on [Pay Date].
- **Health Benefits:** [Details regarding insurance coverage, e.g., Your health insurance benefits will continue during the furlough period].
- **Unemployment:** You may be eligible for unemployment benefits through the state. We encourage you to contact the [State Agency Name] for more information.

We plan to recall all employees to their regular positions on [Return Date]. We will stay in contact with you regarding any updates to this timeline via your personal email address on file.

We appreciate your hard work and your understanding during this difficult time. If you have any questions, please contact [HR Name/Department] at [Contact Information].

Sincerely,

[Name]

[Title]

[Company Name]