

Date: [Insert Date]

To: All Employees

From: [Insert Name/Department]

Subject: Notice of Mandatory Company-Wide Furlough

Dear Team,

Due to [insert reason, e.g., seasonal downturn / economic conditions / restructuring], [Company Name] is implementing a mandatory company-wide furlough. This decision was made to ensure the long-term stability of the organization.

Furlough Period:

The furlough will begin on [Start Date] and is expected to conclude on [End Date]. Your return-to-work date is scheduled for [Return Date].

Impact on Compensation and Benefits:

- **Pay:** This is an unpaid leave of absence. You will not receive your regular salary or hourly wages during this period.
- **Health Benefits:** [Insert details regarding insurance coverage, e.g., benefits will continue during this period].
- **Paid Time Off:** [Insert policy, e.g., you may/may not use accrued PTO to cover this period].

Work Expectations:

During the furlough, you are prohibited from performing any work-related tasks, including checking company email, attending meetings, or performing administrative duties. Access to company systems may be temporarily suspended.

Unemployment Insurance:

You may be eligible for unemployment benefits during this time. Please contact your local state unemployment office for more information.

We understand that this is a difficult situation and appreciate your continued commitment to [Company Name]. If you have questions regarding this directive, please contact [Department Name/Contact Person] at [Phone Number/Email].

Sincerely,

[Signature]

[Name]

[Title]