

Date: [Insert Date]

To: All Employees of [Company Name]

Subject: Notice of Partial Company-Wide Furlough

Dear Team,

Due to [insert reason, e.g., current economic conditions/seasonal downturn/restructuring], [Company Name] will be implementing a partial company-wide furlough effective [Insert Start Date].

Furlough Details:

- **Scope:** This is a partial furlough. You are not being terminated, but your working hours will be reduced.
- **Schedule:** Effective [Date], your work week will be reduced to [Number] days per week. Your specific off-days will be [Insert Days or "communicated by your manager"].
- **Duration:** We expect this partial furlough to last until [Insert End Date or "until further notice"].

Compensation and Benefits:

- You will be paid only for the hours actually worked.
- [Insert information regarding health insurance, e.g., Your health benefits will remain active during this period].
- You may be eligible for partial unemployment benefits. Please contact your local unemployment office for eligibility requirements.

Expectations:

During your designated furlough hours, you are prohibited from performing any work-related tasks, including checking emails or answering phone calls.

We appreciate your hard work and understanding during this challenging time. If you have questions regarding your specific schedule or benefits, please contact [Insert Name/Department].

Sincerely,

[Your Name]

[Your Title]

[Company Name]