

[Date]

TO: All Employees

FROM: [Name/Management Team]

SUBJECT: Notice of Temporary Company-Wide Furlough

Dear Team,

Due to unforeseen economic hardships currently affecting [Company Name], we are writing to inform you that the company will be implementing a mandatory company-wide furlough.

Furlough Details:

- **Start Date:** [Start Date]
- **Expected End Date:** [End Date/To Be Determined]

During this period, you are not permitted to perform any work on behalf of the company, including checking emails or taking business calls. This is a temporary unpaid leave of absence, and you remain an employee of [Company Name].

Benefits and Compensation:

While on furlough, your health insurance benefits will [remain active / be handled as follows: Detail]. You may also be eligible for unemployment insurance benefits through your local state agency. We encourage you to apply as soon as the furlough begins.

Next Steps:

We will continue to monitor the financial situation closely and will provide you with updates regarding a return-to-work date as soon as information becomes available. We will communicate via [Personal Email/Phone].

We understand that this is difficult news. This decision was made to ensure the long-term viability of the company, and we thank you for your patience and dedication during this challenging time.

Sincerely,

[Signature]

[Name]

[Title]