

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is undergoing a significant financial restructuring to ensure the long-term viability of the organization. As a result of these financial challenges, we must implement a company-wide furlough.

Your furlough will begin on [Start Date] and is currently expected to end on [Estimated End Date]. Please note that this date is subject to change based on the company's financial status and restructuring progress.

During this period, you will remain an employee of the company; however, you are not permitted to perform any work-related tasks or log into company systems. Your compensation will be suspended for the duration of the furlough.

Regarding your benefits:

- [Health Insurance Detail - e.g., Health benefits will continue through Date]
- [Accrued PTO Detail - e.g., You may/may not use accrued PTO during this time]
- [Unemployment Detail - e.g., You may be eligible for unemployment benefits]

We understand that this is difficult news. We will provide updates regarding your return-to-work status as soon as more information becomes available. Please contact [Contact Name/HR Department] at [Email/Phone Number] if you have any questions regarding your benefits or the furlough process.

Thank you for your contributions and your understanding during this challenging transition.

Sincerely,

[Sender Name]

[Sender Title]