

Date: [Insert Date]

To: All Employees

Subject: Notice of Seasonal Company-Wide Furlough

Dear Team,

This letter is to formally notify you that [Company Name] will be implementing a seasonal company-wide furlough. As a business that experiences seasonal fluctuations, this planned temporary reduction in workforce is necessary to align our operations with current market demands.

Furlough Period:

The furlough is scheduled to begin on [Start Date] and is expected to conclude on [End Date]. We anticipate resuming normal business operations on [Return to Work Date].

Employment Status and Benefits:

During this period, you will remain an employee of [Company Name], but you will not perform any work or receive your regular salary. Regarding your benefits:

- **Health Insurance:** [Details regarding premium payments/coverage during furlough].
- **Paid Time Off (PTO):** [Details on whether PTO can be used or if accrual pauses].
- **Unemployment:** You may be eligible for unemployment insurance benefits. We encourage you to contact your local unemployment office for eligibility requirements.

Company Property:

You are [requested/not requested] to return company equipment such as laptops and keys during this period. Please [Instructions for equipment].

We understand that this is a difficult time and we thank you for your continued hard work and dedication to [Company Name]. We look forward to welcoming you back for the upcoming season.

If you have any questions regarding this announcement, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Name]

[Title]

[Company Name]