

Date: [Insert Date]

To: All Employees

Subject: Notice of Mandatory Company-Wide Furlough

Dear Team,

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

Please be advised of the following details regarding your unpaid leave:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert Expected Return Date]
- **Status:** During this period, you remain an employee of [Company Name], but you are not permitted to perform any work-related duties.

Compensation and Benefits:

This furlough period is unpaid. Regarding your benefits: [Insert details regarding health insurance, PTO accrual, or 401k contributions]. You may be eligible for unemployment insurance benefits through your local state agency. We encourage you to contact them directly to determine your eligibility.

Next Steps:

Before the start date, please ensure that your immediate supervisor has your current personal contact information. We will provide updates regarding the return-to-work process via [email/phone].

We appreciate your hard work and your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]