

To: All Employees

From: [Name/Department]

Date: [Date]

Subject: Important Notice Regarding Short-Term Furlough

Dear Team,

Due to [Reason for Furlough, e.g., temporary business slowdown / seasonal restructuring], [Company Name] will be implementing a company-wide short-term furlough.

Furlough Period:

The furlough is scheduled to begin on [Start Date] and is expected to end on [End Date]. We anticipate that all employees will return to their regular schedules on [Return Date].

Impact on Compensation and Benefits:

- **Pay:** This period will be unpaid.
- **Health Benefits:** Your health insurance coverage will [remain active / be subject to specific conditions] during this short-term break.
- **PTO:** [Specify policy regarding use of Paid Time Off during this period].

Expectations:

During the furlough, you are not permitted to perform any work on behalf of the company, including checking emails or taking business calls. Please ensure all active tasks are handed over or paused by [Last Working Day Date].

We understand this news may be difficult. We remain committed to our long-term goals and look forward to welcoming everyone back shortly.

For specific questions regarding your department or benefits, please contact [HR Contact Name/Email].

Sincerely,

[Signature]

[Name]

[Title]