[Date]

[Employee Name]
[Employee ID]
[IT Department/Team Name]

Subject: Notice of Temporary Furlough

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a temporary furlough affecting the Information Technology department due to [Reason: e.g., economic conditions, budgetary restructuring, or project delays].

Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [Estimated End Date/to be determined]. During this period, you will remain an employee of the company; however, you are placed in a non-duty, non-pay status.

Access and Equipment:
Effective [Start Date], your network access, corporate email, and administrative privileges will be temporarily suspended. Please ensure all active code commits, documentation, and tickets are updated in [System: e.g., Jira/GitHub] by the end of business on [Date]. You are [required/not required] to return your company laptop and hardware at this time.

Benefits and Compensation:
[Insert information regarding health insurance continuity, PTO accrual, and unemployment eligibility].

Communication:
Please provide a personal email address or phone number to [HR Contact Name] so we may notify you of updates regarding your return-to-work status.

Thank you for your contributions to the IT team. We appreciate your professionalism during this difficult time.

Sincerely,

[Sender Name]
[Title]
[Company Name]