**Date:** [Date]

**To:** [Employee Name]

**Position:** [Job Title]

**Department:** Finance and Accounting

**Subject: Notice of Temporary Furlough**

Dear [Employee Name],

This letter is to formally notify you that due to [Reason for Furlough, e.g., current economic conditions/restructuring/seasonal downturn], the Finance and Accounting Department is implementing a temporary furlough.

Your furlough is scheduled to begin on **[Start Date]**. At this time, we anticipate the furlough will end on **[Expected Return Date]**; however, this date is subject to change based on business needs. We will keep you informed of any updates regarding your return to work.

During this period, you will remain an employee of [Company Name], but you are not permitted to perform any work or access company systems, including financial software, accounting ledgers, or company email, unless specifically authorized.

**Compensation and Benefits:**

- This furlough is unpaid.
- Your health insurance benefits will [continue/be suspended] during this period. [Details regarding premium payments].
- You may be eligible for unemployment insurance benefits through the state. We encourage you to contact the local unemployment office for more information.

Please return all company-owned equipment, such as laptops and security tokens, by [Date] to [Department/Person], unless otherwise instructed.

We appreciate your contributions to the Finance and Accounting team and thank you for your understanding during this challenging time. If you have any questions regarding your benefits or the furlough process, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]
[Company Name]