[Date]

[Employee Name]
[Employee ID]
Customer Service Department

Subject: Notice of Furlough

Dear [Employee Name],

I am writing to inform you that [Company Name] is implementing a mandatory furlough for the Customer Service Department due to [Reason for furlough, e.g., seasonal downturn / restructuring / economic conditions].

Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [End Date]. During this period, your position is being placed on inactive status. You are not authorized to perform any work, answer emails, or handle customer inquiries during this time.

Benefits and Compensation:
During the furlough period, you will not receive your regular salary/wages. Information regarding your eligibility for [Health Insurance / Benefits] and instructions on how to apply for unemployment benefits are attached to this letter.

Company Equipment:
Please ensure that your [Laptop / Headset / Company Assets] are [Stored securely / Returned to the office] by [Date].

We appreciate your contributions to the Customer Service team and remain committed to bringing you back to active status as soon as business conditions permit. We will contact you by [Date or Method of Communication] with further updates.

Please acknowledge receipt of this letter by signing below.

Sincerely,

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

Employee Acknowledgment:

Signature: _____ Date: _____