Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Department: Manufacturing Division

Subject: Notice of Mandatory Furlough

Dear [Employee Name],

Please be advised that due to [Reason for Furlough, e.g., temporary production slowdown / supply chain disruptions], the Manufacturing Division is implementing a mandatory furlough.

Your furlough is scheduled to begin on **[Start Date]** and is currently expected to end on **[End Date]**. During this period, you are placed on a temporary leave of absence without pay. You are instructed not to perform any work on behalf of the company during this time.

Key Information Regarding Your Furlough:

- **Recall Date:** We anticipate your return to work on [Return Date]. We will notify you if this date changes.
- **Benefits:** [Insert information regarding health insurance coverage and premium payments during the furlough].
- **Unemployment:** You may be eligible for unemployment benefits through the state office. We recommend filing a claim immediately.
- **Company Property:** Please ensure that [Insert requirements, e.g., all equipment is secured / keys are returned] before your departure.

We understand that this is a difficult time. We value your contributions to the manufacturing team and look forward to your return to production.

If you have questions regarding this notice, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice of mandatory furlough.

Signature: _____ Date: _____