Date: [Date]

To: [Employee Name]

Position: [Job Title/Sales Territory]

Subject: Notification of Partial Furlough

Dear [Employee Name],

Due to [reason for furlough, e.g., current economic conditions/restructuring/seasonal downturn], [Company Name] is implementing a partial furlough for the Sales Department. This letter serves as formal notification that your employment status and schedule will be modified on a temporary basis.

Effective Date: [Start Date]

Modified Schedule: Your working hours will be reduced to [Number] hours per week. Your specific working days will be [List days, e.g., Monday through Wednesday].

Compensation and Quotas:

- **Base Salary:** Your base salary will be prorated to reflect your reduced hours.
- **Sales Quotas:** Your sales targets and KPIs for this period will be [adjusted to (Amount) / remain the same].
- **Commission:** You will continue to earn commissions on eligible sales made during your active working hours according to the current commission structure.

Benefits:
[Insert details regarding health insurance, PTO accrual, and 401k contributions during the partial furlough period].

Duration:
We anticipate this partial furlough to last until [End Date] or until business needs change. We will provide you with as much notice as possible regarding a return to full-time status.

Please sign and return a copy of this letter to [Department/Name] by [Deadline Date] to acknowledge receipt of this notification.

We appreciate your continued contributions to the sales team during this challenging time. If you have any questions regarding your benefits or unemployment eligibility, please contact [HR Contact Name].

Sincerely,

[Manager Name]
[Title]
[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____