[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee ID]

[Department: Research and Development]

Subject: Notice of Temporary Furlough

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has made the difficult decision to place employees within the Research and Development department on temporary furlough. This decision is due to [Reason: e.g., project funding pauses / economic conditions / departmental restructuring].

Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [Estimated End Date]. Please note that this date is subject to change based on business needs and project timelines. We will provide you with as much notice as possible regarding your return to work.

During this period:

- You will remain an employee of [Company Name].
- Access to R&D labs, proprietary servers, and internal development tools will be suspended effective [Start Date].
- [Details regarding health insurance and benefits].
- [Details regarding use of accrued PTO/Vacation time].

We understand the impact this has on your work and your ongoing research projects. All current R&D documentation and hardware must be secured according to company protocol before your last day of active work.

If you have questions regarding unemployment benefits or your specific project status, please contact [HR Contact Name] at [Phone Number/Email].

Thank you for your contributions to our innovation goals and for your understanding during this challenging time.

Sincerely,

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