Date: [Date]

To: [Employee Name]
Employee ID: [Employee ID Number]
Position: [Job Title]

Subject: Notice of Temporary Furlough

Dear [Employee Name],

We are writing to inform you that due to [Reason for Furlough, e.g., seasonal downturn, supply chain disruption, or restructuring], the Logistics and Supply Chain Department is implementing a temporary furlough.

Regrettably, your position is included in this furlough. Your last day of active work will be [Start Date of Furlough]. At this time, we anticipate the furlough period to end on [Expected Return Date], though this date is subject to change based on business needs.

During this period, you will remain an employee of [Company Name], but you are not permitted to perform any work or access company systems. Regarding your benefits:

- **Compensation:** You will not receive your regular salary/wages during this period.
- **Health Benefits:** [Details regarding medical insurance coverage during furlough].
- **Paid Time Off:** [Policy regarding use of PTO or vacation time].

You may be eligible for unemployment insurance benefits during this time. We encourage you to contact your local unemployment office for more information.

We will keep you updated regarding your return-to-work status. Please ensure that [HR Department/Manager Name] has your current personal email and phone number.

We appreciate your contributions to our logistics operations and thank you for your understanding during this challenging time.

Sincerely,

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