Date: [Insert Date]

To: [Employee Name]
Position: [Job Title]
Department: Legal Department

Subject: Notification of Furlough Status

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a mandatory furlough for members of the Legal Department due to [state reason, e.g., economic conditions / restructuring / seasonal downturn].

Your furlough is scheduled to begin on **[Start Date]** and is currently expected to end on **[End Date]**. Please note that this date is subject to change based on business needs.

During this period, the following conditions apply:

- **Work Restrictions:** You are prohibited from performing any work-related tasks, including checking company email or attending meetings, during the furlough period.
- **Compensation:** This is an unpaid leave of absence. You may be eligible for unemployment insurance benefits through your state office.
- **Benefits:** [Insert information regarding health insurance, 401k, or accruals, e.g., Your health benefits will remain active during this period, provided you continue to pay your portion of the premiums.]
- **Company Property:** You are [required / not required] to return company laptops and security badges at this time.

We value your contributions to our legal team and appreciate your understanding during this challenging time. A member of the Human Resources department will contact you regarding the specifics of your return-to-work process.

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

Sincerely,

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