[Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee ID]
[Department: Administration]

Subject: Notice of Short-Term Furlough

Dear [Employee Name],

I am writing to formally notify you that [Company Name] is implementing a mandatory short-term furlough for the Administration Department. This decision is due to [briefly state reason, e.g., temporary business slowdown / seasonal restructuring].

Your furlough is scheduled to begin on **[Start Date]** and is expected to conclude on **[End Date]**. We anticipate your return to work on **[Return Date]**.

Please note the following details regarding this period:

- **Status:** You remain an employee of [Company Name], but you are not permitted to perform any work-related duties during this time.
- **Compensation:** This period of furlough is unpaid.
- **Benefits:** [Insert brief detail about health insurance or benefits maintenance, e.g., Your health benefits will continue through the duration of this short-term furlough].
- **Unemployment:** You may be eligible for unemployment benefits. Please contact your local state agency for more information.

We appreciate your contributions to the administration team and look forward to your return. If there are any changes to the expected return date, we will notify you as soon as possible.

Please sign below to acknowledge receipt of this notice.

Sincerely,

[Name]
[Title]
[Company Name]

Acknowledgment:

_____
[Employee Signature] [Date]