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

[Date]

[Employee Name]
[Employee ID / Job Title]
Quality Assurance Department

Subject: Notice of Temporary Furlough

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a temporary furlough for the Quality Assurance Department due to [reason for furlough, e.g., seasonal downturn / restructuring / economic conditions].

Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [Estimated End Date]. During this period, you will remain an employee of the company; however, you are not authorized to perform any work-related duties or access company QA systems and testing environments.

Regarding your benefits and compensation:

- **Compensation:** This is an unpaid leave of absence.
- **Benefits:** [Insert information regarding health insurance and benefit continuity].
- **Unemployment:** You may be eligible for unemployment insurance benefits during this time. Please contact your local state agency for filing information.

We will keep you updated regarding your return-to-work date as more information becomes available. If you have questions regarding QA equipment, pending bug reports, or ongoing testing cycles, please finalize these with [Manager Name] by [Last Working Date].

We appreciate your contributions to our quality standards and look forward to your return.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]