

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Mandatory Furlough

Dear [Employee Name],

We regret to inform you that due to unforeseen economic hardship and financial challenges currently facing [Company Name], we must implement a mandatory furlough program. This decision was made to preserve the long-term viability of the company while avoiding permanent layoffs where possible.

Your furlough is scheduled to begin on **[Start Date]** and is currently expected to end on **[End Date]**. During this period, you will remain an employee of [Company Name], but you are not permitted to perform any work or access company systems.

Compensation and Benefits:

- **Pay:** This furlough period is unpaid.
- **Health Benefits:** [Details regarding insurance coverage during furlough, e.g., "Your health insurance will continue during this period."]
- **Unemployment:** You may be eligible for unemployment insurance benefits. We recommend contacting your state's unemployment office immediately.

We will keep you updated on any changes regarding your return-to-work date. If you have questions regarding your benefits or the furlough process, please contact [HR Contact Name] at [Phone Number/Email].

Thank you for your understanding and your contributions to [Company Name] during this difficult time.

Sincerely,

[Name]

[Title]

[Company Name]