

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

[Date]

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

**Subject: Notice of Temporary Furlough**

Dear [Employee Name],

I am writing to inform you that [Company Name] is experiencing significant economic hardship due to [Reason for hardship, e.g., market downturn / global events]. As a result, we must implement a temporary furlough to reduce operating costs.

Your furlough will begin on [Start Date] and is currently expected to end on [Estimated End Date]. Please note that this date is subject to change based on the company's financial health and business needs.

During this period, you will remain an employee of [Company Name], but you are not permitted to perform any work-related duties or log into company systems. Your compensation will be suspended for the duration of the furlough.

Regarding your benefits:

- [Details about health insurance coverage].
- [Details about accrual of vacation or sick leave].
- [Information on eligibility for unemployment benefits].

We value your contributions and regret that these circumstances have made this action necessary. We will provide updates as more information becomes available regarding your return to work.

Please contact [Name/Department] at [Phone Number/Email] if you have questions regarding this notice.

Sincerely,

[Signature]

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