

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Subject: Notice of Mandatory Economic Hardship Furlough**

Dear [Employee Name],

Due to unforeseen economic hardships currently affecting [Company Name], we find it necessary to implement a mandatory furlough program. This decision was made to preserve the long-term viability of the organization and to avoid permanent staff reductions at this time.

This letter serves as formal notification that you are being placed on a mandatory [Full-time/Partial] furlough. Your furlough period is scheduled as follows:

- **Start Date:** [Insert Date]
- **End Date:** [Insert Date or "Until further notice"]

**Status of Benefits and Pay:**

- **Compensation:** During the furlough period, you will not receive your regular salary or wages for hours not worked.
- **Health Insurance:** [Insert details regarding continuation of health insurance coverage and premium payments].
- **Paid Time Off:** [Insert policy regarding the accrual or use of PTO/Vacation time during furlough].
- **Unemployment:** You may be eligible for unemployment benefits. Please contact your local state unemployment office for more information.

Please note that during the furlough period, you are prohibited from performing any work-related tasks, including checking or responding to business emails and attending meetings.

We will keep you updated regarding any changes to your return-to-work date. If you have any questions regarding this notice, please contact [Department/Contact Person Name] at [Phone Number/Email].

Thank you for your understanding and your continued commitment to [Company Name] during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Acknowledgment:**

I acknowledge receipt of this furlough notice.

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Employee Signature / Date