

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Partial Furlough due to Economic Hardship

Dear [Employee Name],

Due to unforeseen economic challenges and a reduction in business operations, [Company Name] is implementing a mandatory partial furlough program. This decision was made to stabilize the company's financial position while avoiding full layoffs.

This letter serves as formal notice that your position is being transitioned to a partial furlough status effective [Start Date].

Terms of Partial Furlough:

- **Reduced Schedule:** Your weekly working hours will be reduced from [Old Hours] to [New Hours].
- **Work Days:** Your new schedule will be [Specify Days, e.g., Monday through Wednesday].
- **Compensation:** Your salary/wages will be prorated to reflect these reduced hours.
- **Duration:** This partial furlough is expected to last until [End Date or "further notice"].

Benefits and Unemployment:

During this period, your eligibility for company-provided benefits such as health insurance will [remain unchanged / be adjusted as follows:]. Because your hours have been significantly reduced, you may be eligible for partial unemployment insurance benefits through the [State/Region] Department of Labor. We encourage you to contact them directly to determine your eligibility.

Company Property and Communication:

You are requested to perform work only during your designated reduced hours. Please do not perform any work-related tasks during your furloughed hours unless specifically requested by your supervisor in writing. You will retain access to your company email and systems for communication purposes.

We appreciate your hard work and your understanding during this difficult time. We remain committed to returning to full operations as soon as business conditions permit.

Please sign below to acknowledge receipt of this notice.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Signature

Date