

[Company Letterhead]

[Date]

[Executive Name]

[Job Title]

[Address]

Dear [Executive Name],

This letter serves as formal notification that due to significant and unforeseen economic hardships currently facing [Company Name], we must implement a mandatory furlough for our executive leadership team.

Your furlough is scheduled to begin on [Start Date] and is currently projected to end on [Estimated End Date]. During this period, you will remain an employee of [Company Name], but your compensation will be suspended, and you are requested to perform no work-related duties on behalf of the organization.

Regarding your benefits:

- Health insurance benefits will [continue / be suspended] during this period.
- Accrual of paid time off will be [paused / maintained].
- [Insert specific details regarding executive equity or bonuses if applicable].

This decision was made after an exhaustive review of our financial standing and is not a reflection of your individual performance. It is a necessary measure to ensure the long-term viability of the company.

We will maintain regular communication regarding the company's status and will provide as much notice as possible regarding your return to active status. Please contact [Name of HR Contact] with any questions regarding your benefits or unemployment eligibility.

We appreciate your leadership and understanding during this challenging time.

Sincerely,

[Signature]

[Name of Superior or Board Member]

[Title]