

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

[Date]

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

**Subject: Notice of Temporary Furlough**

Dear [Employee Name],

Due to unforeseen economic hardships currently affecting [Company Name], we find it necessary to implement a temporary reduction in our workforce. We regret to inform you that you are being placed on a mandatory unpaid furlough.

**Furlough Details:**

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 business needs and economic conditions.

**Status of Employment:**

During this period, you remain an employee of [Company Name]. However, as a non-exempt employee, you are strictly prohibited from performing any work-related tasks, including checking emails or attending calls, during the furlough period. You will not receive your regular hourly wages while on furlough.

**Benefits:**

[Insert information regarding health insurance coverage, such as: Your health benefits will continue through (Date), provided you continue to pay your portion of the premiums.] Please contact the Human Resources department at [Phone Number/Email] for specific details regarding your benefits and 401(k) status.

**Unemployment Insurance:**

You may be eligible to apply for unemployment insurance benefits during this time. We encourage you to contact the [State] Department of Labor to file a claim and determine your eligibility.

We appreciate your hard work and understanding during this difficult time. We will keep you updated as more information becomes available regarding your return to work.

Sincerely,

[Name]

[Title]

[Company Name]