

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

[Date]

[Employee Name]
[Employee ID]
[Home Address]

Subject: Notice of Mandatory Furlough

Dear [Employee Name],

Due to unforeseen economic hardships currently impacting [Company Name], we find it necessary to implement a temporary furlough program to ensure the long-term sustainability of the organization. This letter serves as formal notification that you are being placed on a mandatory unpaid furlough.

Furlough Period:

Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [Estimated End Date]. We will continue to monitor the situation and will notify you immediately if this timeframe changes.

Work Restrictions:

As an exempt employee, you are strictly prohibited from performing any work on behalf of the company during this period. This includes, but is not limited to, checking emails, attending virtual meetings, or communicating with clients and colleagues regarding business matters. Please ensure all active projects are transitioned or paused by [Last Work Day].

Compensation and Benefits:

During the furlough period, you will not receive your regular salary. However, your health insurance benefits [will/will not] continue under the following conditions: [Insert Benefit Details, e.g., Employee must pay their portion of premiums]. You may also be eligible for unemployment insurance benefits through the [State Name] Department of Labor. We encourage you to contact them directly to determine your eligibility.

Company Property:

You are permitted to retain your company-issued [laptop/phone/equipment] during this time, but you are not authorized to use these devices for work purposes until you are recalled.

We understand that this is a difficult time and appreciate your contributions to [Company Name]. We remain committed to recalling you to your position as soon as business conditions allow. If you have any questions regarding your benefits or the furlough process, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Sender Name]

[Sender Title]

Employee Acknowledgment:

I acknowledge receipt of this notice and understand the terms of the furlough.

[Employee Signature] / [Date]