

[Date]

To: [Employee Name]  
Employee ID: [ID Number]

**Subject: Notice of Company-Wide Mandatory Furlough**

Dear [Employee Name],

Due to the current economic challenges facing [Company Name], we are implementing a company-wide mandatory furlough to preserve the long-term viability of our business. This decision was made to avoid permanent workforce reductions during this difficult period.

Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [Estimated End Date]. During this period, you are placed on a temporary, unpaid leave of absence. You are requested not to perform any work-related tasks or check company email during this time.

Regarding your benefits and compensation:

- **Compensation:** This period is unpaid.
- **Health Benefits:** [Details regarding medical/dental insurance coverage during furlough].
- **Paid Time Off:** [Policy regarding use of accrued PTO/Vacation during furlough].
- **Unemployment:** You may be eligible for unemployment benefits. Please contact your local state agency for filing instructions.

We will remain in contact with you regarding your return-to-work status. If there are any changes to the expected duration of this furlough, you will be notified via [Personal Email/Phone].

We appreciate your hard work and understanding as we navigate these economic hardships together.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]