

[Company Name]
[Department Name]
[Date]

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

Subject: Notice of Mandatory Departmental Furlough

Dear [Employee Name],

I am writing to inform you that [Company Name] is currently experiencing significant economic hardship due to [Optional: brief reason, e.g., market downturn / budgetary constraints]. As a result, the company must implement a mandatory furlough for the [Department Name] department.

This furlough is a temporary unpaid leave of absence. Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [End Date]. During this period, you are not permitted to perform any work on behalf of the company, including checking emails or attending meetings.

Regarding your employment status and benefits:

- **Status:** You remain an employee of [Company Name], but you will not receive a salary/wage during the furlough period.
- **Benefits:** [Detail status of health insurance and other benefits, e.g., Your health benefits will continue, and the company will cover the premium].
- **Unemployment:** You may be eligible for unemployment insurance benefits through the state. We encourage you to contact the local unemployment office immediately.
- **Paid Time Off:** [Detail policy regarding use of PTO/Vacation time during furlough].

We anticipate that you will return to your regular position on [Date of Return]. We will notify you as soon as possible if this date changes or if the economic situation allows for an earlier return.

We appreciate your hard work and regret that these financial circumstances have made this action necessary. If you have questions regarding your benefits or the furlough process, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Name]
[Title]
[Company Name]