

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

[Date]

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

Re: Notice of Indefinite Furlough

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is placing you on an indefinite furlough, effective [Furlough Start Date].

This decision is the result of unforeseen economic hardships currently affecting our business operations. Please be advised that this furlough is not a reflection of your individual job performance, but rather a necessary measure to ensure the long-term sustainability of the organization.

At this time, we do not have a confirmed date for your return to work. We will remain in contact with you and provide updates regarding your employment status as more information becomes available. We will provide you with at least [Number] days' notice before your expected return date.

Regarding your compensation and benefits:

- **Compensation:** During the furlough period, you will not receive your regular salary or wages.
- **Health Benefits:** [Details regarding insurance coverage, e.g., "Your health insurance will continue through (Date)" or "Information on COBRA will be sent separately"].
- **Unemployment:** You may be eligible for unemployment insurance benefits. We recommend contacting your state's unemployment office immediately to file a claim.

Please return all company property, including [List items, e.g., keys, laptop, ID badges], by [Date] to [Location/Person].

We appreciate your contributions to [Company Name] and regret that these economic circumstances have made this action necessary. If you have any questions regarding this notice, please contact [HR Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]