

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

**Subject: Notice of Temporary Furlough**

Dear [Employee Name],

I am writing to inform you that [Company Name] is implementing a temporary furlough due to a sudden lack of work and decreased business activity. Unfortunately, your position is included in this furlough.

Your furlough will begin on [Start Date] and is currently expected to end on [Estimated End Date]. We will stay in contact with you regarding your return-to-work date should this timeline change.

During this period, you will remain an employee of the company, but you are not permitted to perform any work duties or log into company systems. Your compensation will be suspended effective [Start Date].

Regarding your benefits:

- [Insert information regarding Health Insurance coverage].
- [Insert information regarding Paid Time Off/Vacation accrual].
- You may be eligible for unemployment insurance benefits through the state. We encourage you to contact the local unemployment office for more information.

We appreciate your hard work and regret that this action is necessary. We look forward to bringing you back to work as soon as business conditions improve.

If you have any questions, please contact [HR Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]