

[Date]

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

Dear [Employee Name],

Subject: Notice of Indefinite Furlough

I am writing to formally notify you that [Company Name] is placing your position on an indefinite furlough, effective [Start Date].

This decision is the result of a significant decrease in business volume and insufficient work currently available to sustain our normal staffing levels. Please understand that this furlough is not a reflection of your individual job performance.

At this time, we do not have a specific return-to-work date. We will monitor the business situation closely and will contact you immediately if and when your position can be reinstated. During this period, you remain an employee of [Company Name], though you will not be performing any work or receiving a salary.

Regarding your benefits:

- **Health Insurance:** [Detail status of benefits, e.g., will continue through the end of the month/requires employee contribution].
- **Accrued Time Off:** [Detail policy regarding PTO or vacation pay].
- **Unemployment:** You may be eligible for unemployment insurance benefits. We recommend contacting your local state unemployment office for more information.

Please return all company property, including [Key/Laptop/ID Badge], to [Location/Person] by [Date].

Please ensure that we have your current personal email and phone number so that we may reach you with updates regarding your status.

Thank you for your service and your understanding during this difficult time.

Sincerely,

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