

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Mandatory Furlough

Dear [Employee Name],

I am writing to formally notify you that [Company Name] is implementing a company-wide furlough due to a sudden and unforeseen lack of work. This decision was made after a careful review of our current business operations and economic conditions.

As a result, your position is being placed on furlough status effective [Start Date]. At this time, we anticipate the furlough will last until [Expected End Date or "until further notice"].

Please take note of the following information regarding this furlough:

- **Work Status:** During the furlough period, you are not permitted to perform any work for the company, including checking emails or taking business calls.
- **Compensation:** This is an unpaid leave of absence. You may be eligible to apply for unemployment insurance benefits through the state office.
- **Benefits:** [Insert information regarding health insurance, 401k, or PTO accrual during this period].
- **Company Property:** Please [retain/return] all company-issued equipment, including laptops and keys, during this time.

We intend to recall all employees to their regular positions as soon as business demands increase. We will provide you with updates regarding your return-to-work date as soon as more information becomes available. Please ensure that we have your current personal email and phone number on file.

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]