

[Company Name]
[Department Name]
[Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Notice of Departmental Furlough

Dear [Employee Name],

We are writing to inform you that [Company Name] is implementing a mandatory furlough for the [Department Name] department. This decision has been made due to [reason for furlough, e.g., budgetary constraints, seasonal downturn, or reorganization].

Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [End Date]. During this period, you will remain an employee of the company, but you are not permitted to perform any work or access company systems.

Key Information:

- **Compensation:** This is an unpaid leave of absence. You may not use paid time off (PTO) or sick leave during this period unless specified by local regulations.
- **Benefits:** Your [Health/Dental/Vision] benefits will [continue/be suspended]. You are responsible for your portion of the premium payments, which can be handled by [Payment Method].
- **Unemployment:** You may be eligible for unemployment insurance benefits. Please contact your local state unemployment office for filing instructions.
- **Return to Work:** Your anticipated return date is [Date]. We will notify you via [Email/Phone] if this date changes.

Please return all company property, such as [Laptops/Keys/ID Badges], to [Location/Person] by [Time/Date], if requested.

We appreciate your contributions to the department and look forward to your return. If you have any questions regarding this notice, please contact [HR Name/Manager Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Department Head/HR Manager]
[Title]