

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

[Date]

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

Subject: Notice of Short-Term Furlough

Dear [Employee Name],

Due to a temporary lack of work resulting from [Reason for Furlough, e.g., seasonal slowdown/supply chain issues], we are writing to inform you that you are being placed on a short-term furlough.

Your furlough will begin on [Start Date] and is currently expected to end on [Return to Work Date]. During this period, you will remain an employee of [Company Name]; however, you will not be scheduled for work hours and will not receive your regular salary or hourly wages.

Regarding your employment benefits:

- **Health Insurance:** [Details regarding premium payments and coverage].
- **Paid Time Off:** [Policy on using or accruing PTO/Vacation during furlough].
- **Unemployment:** You may be eligible for unemployment benefits through the state. Please contact the [State Agency Name] for eligibility requirements.

Please note that you are not authorized to perform any work on behalf of the company during this period, including checking company email or answering work-related calls.

We will keep you updated if there are any changes to your anticipated return date. If you have questions regarding this notice, please contact [HR Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Sender]
[Title]
[Company Name]