

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

[Date]

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

Subject: Notice of Mandatory Furlough

Dear [Employee Name],

Due to the current economic downturn and its impact on our business operations, [Company Name] is implementing a mandatory furlough program to reduce operational costs. We regret to inform you that you are being placed on furlough effective [Start Date].

We currently anticipate that this furlough will last until [End Date or "further notice"]. During this period, you will remain an employee of [Company Name]; however, you are not permitted to perform any work on behalf of the company and your compensation will be suspended.

Health and Welfare Benefits:

[Specify if benefits like health insurance will continue, e.g., "Your health insurance benefits will remain active during the furlough period, provided you continue to pay your portion of the premiums."]

Unemployment Compensation:

You may be eligible for unemployment insurance benefits during this time. We encourage you to contact your local unemployment office for information on how to file a claim.

Returning to Work:

We will continue to monitor the economic situation closely. We will contact you at least [Number] days prior to your expected return date. Please ensure that the Human Resources department has your current contact information on file.

We appreciate your hard work and your understanding during this challenging time. If you have any questions regarding this notice, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Name]
[Title]
[Company Name]