

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

RE: Notice of Partial Furlough and Reduction in Hours

Dear [Employee Name],

Due to [reason for reduction, e.g., economic conditions/operational changes], we are writing to inform you that your position is being transitioned to a partial furlough status.

Starting on [Start Date], your working hours will be reduced from [Current Hours] hours per week to [New Hours] hours per week. This arrangement is expected to continue until [End Date] or "further notice".

Your New Schedule:

- Working Days: [Days of the week]
- Working Hours: [Start Time] to [End Time]

Compensation and Benefits:

- Your salary/wages will be prorated to reflect the hours worked.
- [Details regarding health insurance or other benefits maintenance].
- You may be eligible for partial unemployment benefits through the [State/Local] Department of Labor.

Please return a signed copy of this letter to [Department/Contact Name] by [Deadline Date] to acknowledge your agreement to these revised terms.

Thank you for your continued dedication during this time.

Sincerely,

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

I accept the temporary reduction in my working hours as outlined above.

Signature: _____ Date: _____