

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

[Date]

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

Re: Notice of Seasonal Furlough

Dear [Employee Name],

This letter is to formally notify you that due to the seasonal nature of our business and a temporary lack of work, you are being placed on a furlough effective [Start Date].

We anticipate that this furlough will be temporary. Based on our current seasonal projections, we expect to recall you to work on or about [Expected Return Date]. We will contact you closer to that date to confirm your return schedule.

During this period, you will remain an employee of [Company Name]. Your benefits will be affected as follows:

- [Insert information regarding health insurance coverage]
- [Insert information regarding accrual of PTO/Vacation time]

You may be eligible for unemployment insurance benefits during this time. We encourage you to contact your local unemployment office for more information regarding eligibility and filing a claim.

Please ensure that we have your current contact information, including phone number and personal email address, so we can provide updates regarding your return to work.

Thank you for your hard work and understanding. We look forward to your return for the upcoming season.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]