

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Notice of Potential Furlough due to Project Cancellation**

Dear [Employee Name],

We are writing to formally notify you of a change in our operational requirements. Due to the unexpected cancellation of the project: **[Insert Project Name]**, the company is currently evaluating its staffing needs.

As your current role is directly tied to this project, this letter serves as a formal warning that you may be placed on a temporary furlough. If implemented, this furlough would mean a temporary suspension of your work duties and pay for a specific period.

**Current Status:**

- At this moment, no final decision has been made regarding the start date or duration of the furlough.
- We are actively looking for alternative project placements or internal transfers to avoid this action.
- We anticipate providing you with a final decision by [Insert Date].

If a furlough becomes necessary, you will receive a secondary formal notice outlining the specific terms, including the effective start date, expected duration, and information regarding your benefits and eligibility for unemployment insurance.

We understand that this is a period of uncertainty. If you have any questions regarding this notice, please contact the Human Resources department at [Insert Phone Number/Email].

Thank you for your continued professionalism and contributions to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]