

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Temporary Furlough

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a temporary furlough due to [reason for furlough, e.g., economic conditions/seasonal restructuring].

Your furlough will begin on **[Start Date]** and is currently expected to end on **[Estimated End Date]**. Please note that this date is subject to change based on business needs.

Employment Status

During this period, you remain an employee of [Company Name]; however, you are placed in a non-duty, non-pay status. You are not permitted to perform any work on behalf of the company during this time.

Compensation and Benefits

- **Pay:** Your final paycheck for hours worked through [Last Day Worked] will be issued on [Pay Date].
- **Health Insurance:** [Company Name] will continue to provide health insurance coverage through [Date/End of Furlough]. You will be responsible for your portion of the premiums, which will be handled by [Method of Payment].
- **Paid Time Off (PTO):** [Insert policy, e.g., You may/may not use accrued PTO to supplement your income during this time].
- **Unemployment Benefits:** You may be eligible for unemployment insurance benefits. We recommend contacting your state's unemployment office immediately to file a claim.

Company Property

[Instructions regarding company equipment, e.g., Please retain your laptop at home but keep it powered off / Please return all keys and equipment by Date].

Communication

We will keep you informed of any updates regarding your return-to-work date via your personal email: [Employee Personal Email]. Please notify [HR Contact Name] if your contact information changes.

We appreciate your contributions to [Company Name] and look forward to your return.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]