

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

[Date]

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

**Subject: Notice of Partial Furlough Status**

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is placing you on a partial furlough due to [reason for furlough, e.g., economic conditions/restructuring]. This change is temporary and is currently expected to last until [End Date/To Be Determined].

**Changes to Work Schedule:**

Effective [Start Date], your weekly work hours will be reduced from [Original Hours] hours per week to [New Hours] hours per week. Your revised work schedule will be: [Specific Days/Hours].

**Compensation:**

Your salary/hourly rate will remain the same; however, your total gross pay will be pro-rated based on the actual hours worked during this period.

**Benefits:**

[Select one]:

- Your eligibility for company-provided benefits will remain unchanged during this partial furlough.
- Please refer to the attached document regarding changes to benefit eligibility and premium contributions during this period.

**Unemployment Insurance:**

You may be eligible to apply for partial unemployment insurance benefits through [State Agency Name]. We encourage you to contact them directly to determine your eligibility.

We appreciate your continued contributions and flexibility during this time. If you have any questions regarding this transition, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Name of Sender]  
[Title]  
[Company Name]

---

**Acknowledgment:**

I acknowledge receipt of this partial furlough notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_