

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

[Date]

[Employee Name]
[Employee ID]
[Home Address]

Subject: Notice of Intermittent Furlough Status

Dear [Employee Name],

Due to [reason for furlough, e.g., economic conditions, seasonal slowdown, or restructuring], [Company Name] is implementing an intermittent furlough program. This letter serves as formal notification that your position is being placed on an intermittent furlough status effective [Start Date].

Furlough Schedule:

During this period, your work schedule will be reduced. You are scheduled to be on furlough during the following times: [List specific days per week, or specific dates]. Your expected return to full-time hours is [Date], unless otherwise notified.

Compensation and Benefits:

- **Pay:** You will only be paid for hours actually worked. You are prohibited from performing any work-related tasks during your designated furlough hours/days.
- **Health Benefits:** [Details regarding medical/dental insurance coverage during the furlough period].
- **Paid Time Off:** [Details regarding accrual or use of PTO/Vacation time during the furlough].

Unemployment Insurance:

You may be eligible for partial unemployment benefits through the [State Name] Department of Labor. We encourage you to contact their office directly to determine your eligibility.

Please return a signed copy of this letter to [Department/Name] by [Date] to acknowledge receipt of this notice.

If you have any questions regarding this schedule or your benefits, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Name]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the terms of my intermittent furlough.

Signature: _____ Date: _____