

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Notice of Mandatory Furlough**

Dear [Employee Name],

Please be advised that [Company Name] is implementing a mandatory furlough due to [reason for furlough, e.g., seasonal slowdown, budgetary constraints, or economic conditions].

Your furlough is scheduled to begin on [Start Date] and is currently expected to end on [End Date]. During this period, you will remain an employee of the company, but you are not permitted to perform any work or log into company systems.

**Compensation and Benefits:**

- This furlough is unpaid.
- Your health insurance benefits will [remain active / be suspended] during this time.
- You may be eligible for unemployment insurance benefits through the state.

We will keep you updated regarding your return-to-work status. If we are able to end the furlough earlier than the date listed above, we will notify you via [email/phone].

Please contact the Human Resources department at [Phone Number/Email] if you have any questions regarding your benefits or the furlough process.

Thank you for your understanding and your continued service to [Company Name].

Sincerely,

[Signature]  
[Name of Manager/HR Representative]  
[Title]