

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

[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notice of Temporary Furlough

Dear [Employee Name],

We regret to inform you that due to [reason for furlough, e.g., unforeseen economic circumstances/seasonal slowdown/restructuring], [Company Name] must implement a temporary furlough. This letter serves as formal notice that your employment will be placed on furlough status effective [Start Date].

At this time, we anticipate that the furlough will be temporary and expect it to last until approximately [Estimated Return Date]. However, please note that this date is subject to change based on business needs. We will keep you updated regarding your return-to-work status as more information becomes available.

During the furlough period, please note the following:

- **Compensation:** This is an unpaid leave of absence. You will not receive your regular salary or wages during this time.
- **Benefits:** [Insert details regarding health insurance, 401k, or other benefits, e.g., Your health benefits will continue through MM/DD/YYYY].
- **Unemployment:** You may be eligible for unemployment insurance benefits. We encourage you to contact the [State] Department of Labor to determine your eligibility.
- **Company Property:** Please [retain/return] your company-issued equipment, including [laptop/keys/ID badge].

We appreciate your contributions to the company and understand that this is a difficult time. If you have any questions regarding your benefits or the furlough process, please contact [Name/Department] at [Phone Number/Email].

Thank you for your professionalism and understanding.

Sincerely,

[Signature]
[Printed Name]
[Title]