

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Temporary Reduction in Force (Furlough)

Dear [Employee Name],

Please be advised that [Company Name] is implementing a temporary reduction in force due to [Reason: e.g., economic downturn, seasonal slowdown, unforeseen business circumstances]. As a result, you are being placed on a temporary furlough effective [Start Date].

At this time, we anticipate this furlough to be temporary. We currently estimate your return-to-work date to be [Return Date/To Be Determined]. We will keep you updated as more information becomes available regarding your recall to work.

During this period, you will remain an employee of [Company Name], but you are not permitted to perform any work on behalf of the company. Regarding your compensation and benefits:

- **Compensation:** This is an unpaid leave of absence.
- **Benefits:** [Detail status of Health Insurance, 401k, etc., e.g., Health benefits will continue through [Date]].
- **Unemployment:** You may be eligible for unemployment insurance benefits. We encourage you to contact your local unemployment office for more information.
- **Accrued Time:** [Detail policy on PTO/Vacation usage during furlough].

Please return all company property, such as [List items: e.g., laptop, keys, badges], by [Date] unless otherwise instructed. Ensure your contact information remains current in our system so we can reach you regarding your return.

We appreciate your contributions to [Company Name] and regret that this action is necessary. If you have any questions regarding this notice, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]