

[Date]

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

**Subject: Notice of Temporary Furlough**

Dear [Employee Name],

I am writing to formally notify you that [Company Name] is placing you on a temporary furlough due to [reason for furlough, e.g., economic conditions/restructuring/seasonal downturn].

Your furlough will be effective as of [Start Date]. At this time, we anticipate the furlough will last until approximately [End Date/Undetermined Date]. 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.

**Compensation and Benefits:**

Regarding your compensation and benefits during this period:

- **Pay:** This is an unpaid leave of absence. Your final paycheck for hours worked through [Date] will be issued on [Pay Date].
- **Health Insurance:** [Details regarding insurance coverage, e.g., Benefits will continue through the end of the month].
- **Unemployment:** You may be eligible for unemployment insurance benefits. We recommend contacting the [State] Department of Labor for more information.

We will keep you informed of any changes regarding your return-to-work status. If you have any questions regarding your benefits or the terms of this furlough, please contact [HR Contact Name] at [Phone Number/Email].

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

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]