[Date]

[Employee Name]
[Employee ID]
[Address Line 1]
[City, State, Zip Code]

Subject: Notification of Temporary Furlough

Dear [Employee Name],

We regret to inform you that due to [reason for furlough, e.g., economic downturn / seasonal slowdown / unforeseen business circumstances], [Company Name] is implementing a temporary furlough.

Your furlough will be effective as of [Start Date]. At this time, we anticipate the furlough will conclude on [End Date or "until further notice"]. 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:

- **Pay:** This furlough is unpaid.
- **Health Benefits:** [Details regarding medical/dental insurance coverage during the furlough].
- **Paid Time Off:** [Details regarding accrual or use of PTO/Vacation time].
- **Unemployment:** You may be eligible for unemployment benefits through the state. Please contact the [State Agency Name] for more information.

We will keep you updated regarding your return-to-work status. Please ensure we have your current personal email and phone number on file.

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

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

Sincerely,

[Name]
[Title]
[Company Name]