

FURLOUGH LETTER

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

_____, 20_____

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

RE: Furlough Letter

Dear _____ [Employee Name],

We are writing to inform you of a difficult decision that our organization has had to make in light of the current economic climate and its impact on our operations. Due to _____ [Furlough reason], we have decided to implement a temporary furlough program, which unfortunately affects your position.

Please be aware that this decision was not made lightly, and we have exhausted all other possible alternatives before reaching this conclusion. The furlough will commence on [start date] and is expected to last for _____ [Furlough duration]. We will closely monitor the situation and keep you informed of any changes.

During the furlough period, you will not be required to perform any work-related duties and will not receive your regular salary. However, we are committed to supporting our employees as best as we can during this challenging time. Therefore, your health and other applicable benefits will continue, subject to your continued payment of any required employee contributions.

We encourage you to explore any available financial assistance, such as unemployment benefits, through your local unemployment office. Please find enclosed an information sheet with relevant resources and contact details to assist you in this process.

We value your contributions to _____ [Company Name] and hope that this furlough is only a temporary measure. We look forward to the prospect of resuming normal operations and welcoming you back to the team as soon as circumstances allow. Should you have any questions or concerns, please do not hesitate to contact _____ [Name of designated HR representative or supervisor] at _____ [Contact number] or _____ [Email address].

Thank you for your understanding, and we appreciate your cooperation during this challenging period.



Sincerely,

[Company Representative/Sender Name]

[Company Representative/Sender Title]

[Company Name]

