

FURLOUGH LETTER

To: _____

From: _____

Subject: Furlough Notification

This letter serves as official notification that you are being placed on furlough by your employer. During this furlough period, your employment relationship with the company remains in effect, but you will not perform work duties and will not receive pay. This furlough is being implemented due to operational and/or economic reasons. Please read the following terms carefully.

1. Furlough Period

The furlough period will commence on the date of this notification and will continue for an indefinite period, subject to change based on business needs and applicable law. The company will notify you in writing when the furlough period ends. You are not permitted to perform work for the company during the furlough.

2. Compensation and Benefits

During the furlough period, you will not receive regular wages or salary. You may be eligible for unemployment benefits under applicable state or federal programs. Health insurance and other benefits will continue as provided by company policy or applicable law. Please contact Human Resources for specific information about your benefits during furlough.

3. Return to Work

At the conclusion of the furlough period, the company intends to notify you of your return to work. The company may recall employees in any order or according to business needs. Your return to work is subject to the company's operational requirements and compliance with applicable laws.

4. Employee Obligations During Furlough

You are required to maintain communication with the company during the furlough and to respond promptly to any requests or notifications. You must not perform any work-related tasks during the furlough period unless expressly authorized in writing by the company. Failure to comply may result in disciplinary action, up to and including termination.

5. At-Will Employment

Nothing in this furlough letter changes your at-will employment status. Either you or the company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

6. Acknowledgment

Please sign and return a copy of this letter to acknowledge your receipt and understanding of the furlough terms. If you have any questions regarding this furlough or your benefits, please contact the Human Resources department.

7. Governing Law

This furlough letter shall be governed by and construed in accordance with the laws of the United States and the applicable state law where the company is headquartered, without regard to any conflict of laws principles.

EMPLOYEE SIGNATURE

Signature: _____

Name: _____

Title: _____

Date: _____

EMPLOYER REPRESENTATIVE SIGNATURE

Signature: _____

Name: _____

Title: _____

Date: _____

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