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\_\_\_\_\_  
\_\_\_\_\_, Representative

\_\_\_\_\_

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**RE: Work Furlough**

Dear \_\_\_\_\_,

Due to factors beyond our control, we have been forced to take measures to secure the stability of the business and ensure that the business can succeed in the future. The current situation has significantly affected our business and therefore we must make difficult personnel decisions.

I would like to memorialize in writing with this letter the conversation we had on \_\_\_\_\_, where the current state of our business and the measures we plan to take were explained. Due to the downturn in business that has affected the business' financial stability, we are planning to furlough your employment.

The furlough period will happen in the following manner during which you will:

- Continue your employment with the business
- Not receive any work from the business
- Not be required to perform your job responsibilities as previously agreed to

- Not need to attend work
- Continue to be an at-will employee
- Not receive any compensation (salary, hourly wages, tips, etc.) from us

Your change in employment status to being a furloughed employee will go into effect on \_\_\_\_\_ and will end on \_\_\_\_\_. Any other terms and conditions of your employment and the continuity of your employment will not be affected during this furlough period. We plan to keep you updated via the contact details we currently have on file for you. If you prefer that we stay in touch in another manner, please let us know so that we can maintain communication with you. If your personal phone number, email, or postal address change during the furlough period, please keep us updated. We will give you at least the following amount of notice: \_\_\_\_\_ before you are required to return to work.

**During this period of furlough, you are required to abide by the non-compete terms of your original employment.**

Please look out for further updates and do not hesitate to be in touch if you have any questions or concerns. Thank you for your understanding during this difficult time. We hope to resume business as normal as soon as possible.

Best wishes,

\_\_\_\_\_  
\_\_\_\_\_, Representative of \_\_\_\_\_