November 3, 2026

Example Company
123 Example Road, New York, NY

Alex Example
40 Example Street, Portland, OR

Re: Furlough Letter — Alex Example

Dear Alex Example:

I refer to our discussion with you on , during which we explained the circumstances affecting the business. This letter confirms that discussion in writing.

Seasonal inventory volume has declined significantly, and we are implementing a reduced-hour schedule to maintain coverage while controlling labor costs. Accordingly, we regret to inform you that we are placing you on a temporary furlough from your position as **Support Specialist**.

1. Type and Effective Date of Furlough

Effective **November 16, 2026** through **December 15, 2026**, your weekly hours will be reduced from **40 hours per week** to **24 hours per week**, on the following schedule: Monday and Tuesday, 7:00 a.m. to 3:30 p.m., and Wednesday, 7:00 a.m. to 11:00 a.m.

Employment and scheduled work

This letter records the schedule announced above. Your work location is TX. Your employment agreement, any collective bargaining agreement, written plan terms and applicable law govern accrued rights, recall and seniority. A furlough label alone does not decide whether a layoff or separation has occurred for wages, benefits or notice.

Perform work during the reduced schedule. Record and report all time actually worked, including required calls or email outside the schedule.

Under the salary-basis exemption, employer-directed absences in a week in which you perform work generally do not reduce the predetermined weekly salary. A complete workweek with no work can be unpaid under the federal salary-basis rule. A bona fide prospective salary change requires separate review of the duties, salary floor, state rules and whether the change reflects lasting business circumstances. A short-term hours-based deduction is different.

Reduced Hour Furlough Letter | Contract.com • SAMPLE

Pay, leave and benefit records

Earned wages, commissions, bonuses and accrued leave remain subject to the applicable law, earning terms and agreement. The ordinary payroll date recorded is November 30, 2026. An earlier final-pay obligation takes priority.

Texas payroll must distinguish continued employment from an actual involuntary separation. If it is a discharge or layoff ending employment, ordinary final wages are due within six calendar days.

Under the stated employer policy, leave accrual continues during this schedule, subject to the terms and law that govern it. The employer reports that other benefits continue as provided by the applicable plans.

Group health coverage

The plan administrator reports loss of active coverage on 2026-11-30. The employer identified a private plan subject to federal COBRA. A reduction of hours causing loss of coverage can be a qualifying event. An eligible qualified beneficiary generally has at least 60 days after the later of the election notice or the date coverage would otherwise be lost to elect continuation. Each qualified beneficiary has an independent election right. The employer also administers this plan. The ordinary election-notice deadline is 44 days after the qualifying event, or after the loss date if the plan measures continuation from that later date.

Unemployment and work-sharing

The unemployment agency decides eligibility and payment for each claimed week. File promptly and report all work and earnings as directed. Enrollment in a shared-work plan requires confirmation from the employer and agency. Your home address and the employer's headquarters do not establish the state where wages were reported. The stated unemployment wage-reporting state is IL. The place-of-work wage rules in this letter still refer to TX.

Illinois generally requires one eligible, unpaid waiting week in the benefit year. File and certify for the week even though payment is withheld.

Collective notice and recall

The employer must assess plant closing, mass layoff and group reductions separately from this individual schedule. Federal WARN generally requires 60 days' advance written notice for covered actions. Assess the employer, the affected operating unit or single site, eligible worker counts, 30- and 90-day aggregation and the actual expected employment losses. A layoff exceeding six months or a reduction of more than half the working hours in each month of a six-month period may count as an employment loss. If a previously shorter layoff is extended, the reason, what was foreseeable when it began, and when notice was given matter. Remote employees can have a reporting or assignment site different from home. Any

Reduced Hour Furlough Letter | Contract.com • SAMPLE

required notice to workers, representatives or government recipients must be prepared and delivered separately.

10. Return to Work

Unless recalled earlier or the furlough is extended in writing, the announced schedule runs through December 15, 2026. We will confirm your next scheduled shift separately. If an earlier recall becomes necessary, Example Company will provide you with at least **7 days'** advance notice.

Please contact Rita Alvarado within 3 business days after receiving recall instructions to confirm availability, request an accommodation or report a conflict. The employer will review the facts, protected leave, and applicable agreement before making any separate employment decision.

11. Employee Contact Information

Please ensure that Example Company has your current personal phone number, personal email address, and postal address. **If any of your contact information changes during the furlough, please notify Rita Alvarado at ralvarado@lonestardist.example / (713) 555-0187 immediately.** Recall notices will be sent using the contact information on file.

12. Questions

Please look out for further updates, and do not hesitate to reach out to **Rita Alvarado, HR Manager**, at **ralvarado@lonestardist.example / (713) 555-0187** if you have any questions or concerns.

We understand this is a difficult situation and we appreciate your patience and continued commitment to Example Company. We look forward to welcoming you back when circumstances permit.

Sincerely,

Employer Representative

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Rita Alvarado
HR Manager
Example Company

Reduced Hour Furlough Letter | Contract.com • SAMPLE

Employee Acknowledgment of Receipt

I, **Alex Example**, acknowledge that I have received this Furlough Letter dated November 3, 2026 from Example Company. My signature below confirms receipt only and does not constitute agreement to, or waiver of, any rights I may have under federal, state, or local law, or under any applicable employment agreement or collective bargaining agreement.

Employee (Acknowledgment of Receipt)

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Reduced Hour Furlough Letter | Document.com • SAMPLE