

Item (g) - A template cover email, to go along with the very formal furlough notification letter

Subject: Furlough Due to Federal Shutdown

Dear {employee name},

I am writing to inform you that due to the federal government shutdown, we have made the difficult decision to implement a furlough program. Unfortunately, the federal government shutdown has interrupted the federal money that funds your position with our agency. After reviewing all possible alternatives, we have found no way to avoid a furlough for your position. Effective {insert date}, you will be on furlough, which is temporary leave without pay. We cannot yet determine when this furlough will end. We are closely monitoring the situation and will keep you informed as we know more.

You may remember other federal shutdowns during which federally-funded state employees were not furloughed. However, due to other federal cuts and a more constrained state fiscal environment, this shutdown has unfortunately left the state with no other viable path forward.

Please review the attached notification letter closely. It contains important details on the furlough, information on the availability of benefits, and links to available resources for you and your family during this difficult time.

For questions or concerns, please contact {NAME OF HR REP OR SUPERVISOR} at {PHONE NUMBER AND EMAIL}.

We know how difficult this situation is, and we appreciate your patience during this challenging period.