

Template for an email to employees about a federal government shutdown

*Version 1 – if furloughs of some employees are possible in the near future
(based on the letter sent by Secretary Sangvai of DHHS on Friday, September 26, 2025)*

<<Dear XXX Team>>,

I want to update you about the possibility of a federal government shutdown and what it could mean for the work at our agency. A federal shutdown happens when the U.S. Congress and President fail to pass either a budget or temporary funding plan. If no budget or temporary funding resolution is passed by midnight tonight, many federal government agencies will stop or scale back their work. This may include a pause on some of the funding that federal agencies provide to their state and local government partners.

Here at <<agency>>, we rely on federal funding for <<many, several, some, a few>> of our programs and services. As a result, there may be an impact on our agency from a federal shutdown. While nothing is certain yet, a federal shutdown may lead to a relatively small percentage of our staff being subject to a furlough, which is temporary leave without pay. Please know that we do not take furloughs lightly; we will only require furloughs after we have exhausted every other option. Unfortunately, previous cuts to federal funding have tightened our budgets and we do not have the ability to float employees as we have in the past.

The possibility of a federal shutdown brings understandable worries – not just about how it could affect our work, but also how it might impact you and your families. Please know that we are doing everything possible to avoid furloughs. Your well-being is at the top of our mind as we all work through this situation together.

We know this situation is stressful. We will be transparent with you as we learn more. <<Discuss here any efforts the agency is going to take to provide more information, like an all-staff meeting or video from the agency head.>> If a shutdown does occur, any of our colleagues who are directly impacted will be contacted by their Division Director.

Thank you for the important work you do every day to ensure <<insert general mission of agency>> for North Carolinians. Please feel free to reach out to your leadership team if you have any questions. We will continue to keep you updated as we learn more.

Sincerely,

<<Agency Head>>

