

Template for an email to employees about a federal government shutdown

Version 2 – if furloughs of some employees are not likely in the near future

<<Dear XXX Team>>,

I want to update you about the possibility of a federal government shutdown and what it could mean for our 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.

At our agency, we do not foresee a federal shutdown requiring us to make any furloughs. We are continuing to closely monitor the situation, and we will be in touch as it continues.

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>>