

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Voluntary Furlough Request

Dear [Employee Name],

We are writing to formally approve your request for a voluntary furlough. We appreciate your willingness to participate in this program.

As per our agreement, your furlough period will be as follows:

- **Start Date:** [Start Date]
- **Return to Work Date:** [Return Date]

During this period, your employment status remains active, but you will be on an unpaid leave of absence. Please take note of the following details regarding your benefits and obligations:

- **Compensation:** You will not receive your regular salary or wages during the furlough period.
- **Benefits:** [Insert details regarding health insurance premiums, 401k, or accruals].
- **Unemployment:** You may be eligible to apply for unemployment benefits through the state office.
- **Work Restrictions:** You are prohibited from performing any work-related tasks or accessing company systems during this time.

We look forward to your return on [Return Date]. If there are any changes to the company's operational status that affect your return, we will notify you via [Email/Phone].

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Employee Acknowledgment:

I accept the terms of the voluntary furlough as outlined above.

Signature: _____ Date: _____