

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Voluntary Furlough

Dear [Employee Name],

This letter is to formally approve your request for a voluntary furlough. We appreciate your willingness to participate in this program.

Your voluntary furlough is scheduled to begin on **[Start Date]** and is expected to end on **[End Date]**. Your anticipated return-to-work date is **[Return Date]**.

Please note the following terms regarding your furlough period:

- **Status:** You remain an employee of [Company Name], but you will be placed on inactive status and will not receive your regular salary/wages during this period.
- **Benefits:** [Insert details regarding health insurance, accruals, and 401k contributions here].
- **Unemployment:** You may be eligible for unemployment benefits. Please contact your local state agency for eligibility requirements.
- **Return to Work:** Please confirm your intent to return to work by contacting your supervisor no later than [Number] days before your scheduled return date.

During this time, you are requested to return all company property, including [List items: keys, laptops, badges], unless otherwise instructed by your manager.

If you have any questions regarding your benefits or the terms of this furlough, please contact the Human Resources department at [Phone Number] or [Email Address].

Thank you for your continued support of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____