

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Voluntary Furlough Request

Dear [Employee Name],

This letter is to formally notify you that your request for a voluntary furlough has been reviewed and approved.

Your voluntary furlough period will begin on **[Start Date]** and is scheduled to end on **[End Date]**. You are expected to return to work on **[Return to Work Date]**.

During this period, the following conditions apply:

- This leave is unpaid.
- You are not permitted to perform any work-related duties during the furlough period.
- [Insert details regarding health insurance/benefits status].
- [Insert details regarding accrual of PTO/Sick leave].

Please ensure that all pending tasks are handed over to [Manager Name] by [Last Work Day Date].

If you have any questions regarding your benefits or the return-to-work process, please contact the Human Resources department.

Thank you for your cooperation and support of the company during this time.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]