

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Temporary Voluntary Furlough Request

Dear [Employee Name],

This letter is to formally notify you that your request for a temporary voluntary furlough has been approved. We appreciate your willingness to participate in this program.

Your furlough period is scheduled as follows:

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

Please note the following terms regarding your voluntary furlough:

- **Compensation:** This period of leave is unpaid. You may not perform any work-related tasks during this time.
- **Benefits:** [Specify status of health insurance, life insurance, and other benefits, e.g., Your health benefits will continue, provided you pay your portion of the premiums].
- **Accruals:** [Specify if PTO/Vacation time will continue to accrue or be paused].
- **Communication:** Your company email and system access [will/will not] remain active for administrative updates only.

If there are any changes to the company's operational needs that require an earlier return to work, we will notify you at least [Number] days in advance.

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

Sincerely,

[Your Name]

[Title]

[Company Name]

Acknowledgment:

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

[Employee Signature] / [Date]