

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

From: [Manager Name/HR Department]

Subject: Approval of Request for Short-Term Voluntary Furlough

Dear [Employee Name],

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

Your voluntary furlough 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 status during this period:

- **Compensation:** This period is unpaid. You may not perform any work-related duties during this time.
- **Benefits:** [Specify status of health insurance/benefits, e.g., Your health benefits will continue, and you remain responsible for your portion of the premiums.]
- **Paid Time Off:** [Specify if PTO/Vacation accrual is affected.]
- **Unemployment:** You may be eligible to apply for unemployment benefits through the state office; please contact them directly for eligibility requirements.

If there are any changes to the company's operational needs that require your early return, we will notify you as soon as possible via [Phone/Email].

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

Sincerely,

[Signature]

[Name and Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____