

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Extended Voluntary Furlough Request

Dear [Employee Name],

We are writing to formally notify you that your request for an extension to your current voluntary furlough has been approved.

Your extended furlough period will begin on [Extension Start Date] and is currently scheduled to end on [New Return to Work Date].

Please note the following terms regarding your extended leave:

- **Compensation:** This period remains unpaid.
- **Benefits:** [Insert details regarding health insurance premiums, accrual of PTO, or retirement contributions during the extension].
- **Communication:** You are expected to check in with [Manager Name] by [Date] to confirm your return or discuss any further changes.
- **Company Property:** You may continue to retain company equipment currently in your possession unless otherwise notified.

We appreciate your continued flexibility and cooperation during this time. If you have any questions regarding your benefits or the terms of this extension, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]