

[Company Name]
[Department Name]
[Date]

[Employee Name]
[Employee ID]
[Position Title]

Subject: Approval of Voluntary Furlough Request

Dear [Employee Name],

We are writing to formally approve your request for a voluntary furlough. We appreciate your willingness to participate in this program to assist the department during this time.

The details of your voluntary furlough are as follows:

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

During this period, you will be placed on an unpaid leave of absence. Please note the following regarding your benefits and status:

- **Benefits:** [Insert details regarding health insurance, accruals, or retirement contributions].
- **Unemployment:** You may be eligible for unemployment benefits during this period. Please contact the state agency for eligibility requirements.
- **Communication:** You are not expected to perform any work-related duties or check company email during your furlough.

Please sign and return a copy of this letter to acknowledge your agreement to the terms of this voluntary furlough.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____