

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Seasonal Voluntary Furlough Request

Dear [Employee Name],

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

Your furlough period is scheduled as follows:

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

During this period, you will remain an employee of [Company Name], but you will not be performing work duties or receiving your regular salary. Regarding your benefits:

- [Insert details about health insurance premiums/coverage during furlough]
- [Insert details about accrual of vacation or sick leave]
- [Insert details about unemployment eligibility, if applicable]

Please ensure that all company property is secured and that your contact information remains current in our records. Should there be a need to adjust the return date due to business requirements, 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,

[Manager Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____