

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Approval of Unpaid Voluntary Furlough Request

Dear [Employee Name],

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

The details of your 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 remain an employee of [Company Name], but you will not perform any work or receive compensation. Please note the following regarding your benefits:

- **Health Insurance:** [Details regarding premium payments or coverage continuity].
- **Accrued Leave:** [Details regarding vacation/sick time accrual during furlough].
- **Company Property:** [Instructions on whether to keep or return laptops/equipment].

Please ensure that all pending tasks are handed over to [Supervisor Name] by [Last Working Date]. You are not permitted to access company systems or perform any business duties during the furlough period.

If you have any questions regarding your benefits or the terms of this furlough, please contact the Human Resources department at [HR Phone Number/Email].

Thank you for your cooperation and continued commitment to the company.

Sincerely,

[Signature]
[Name of Authorized Official]
[Title]