

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

[Date]

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

Subject: Approval of Partial Voluntary Furlough Request

Dear [Employee Name],

We have received and reviewed your request for a partial voluntary furlough. This letter serves as formal notification that your request has been approved.

The details of your partial furlough are as follows:

- **Effective Start Date:** [Start Date]
- **End Date (if known):** [End Date or "Until further notice"]
- **Reduced Schedule:** [Number of hours per week or specific days to be worked]
- **Revised Compensation:** Your salary/wages will be adjusted to [Amount] per pay period to reflect your reduced hours.

Regarding your benefits, [Company Name] will continue to provide [List benefits, e.g., health insurance] during this period. You will remain responsible for your portion of the benefit premiums, which will be deducted from your adjusted pay.

Please note that all other terms and conditions of your employment contract remain in effect. We appreciate your willingness to participate in this voluntary program to support the company during this time.

Please sign and return a copy of this letter to [Department/Name] by [Deadline Date] to acknowledge your agreement to these terms.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____