

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Voluntary Furlough Request

Dear [Employee Name],

This letter is to formally notify you that your request for a voluntary furlough has been approved by management.

The details of your furlough period are as follows:

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

During this period, you will remain an employee of [Company Name]; however, you will be placed on an unpaid leave of absence. Please take note of the following information regarding your benefits and status:

- **Compensation:** You will not receive your regular salary or hourly wages during the furlough period.
- **Benefits:** [Insert details regarding health insurance premiums and accrual of vacation/sick time].
- **Communication:** You are not expected to perform any work-related duties or check company email during this time.

We appreciate your willingness to participate in this voluntary program. Please sign and return a copy of this letter to Human Resources by [Deadline Date] to acknowledge your agreement to these terms.

If you have any questions, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____