

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

[Date]

[Executive Name]
[Job Title]
[Department]

Re: Approval of Voluntary Furlough Request

Dear [Executive Name],

This letter is to formally notify you that your request for a voluntary furlough has been reviewed and approved by the [Board of Directors/Executive Committee]. We appreciate your leadership and your willingness to participate in this cost-saving measure during this period.

The details of your furlough 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 on unpaid leave. Please note the following regarding your executive benefits:

- **Compensation:** Your regular base salary will be suspended for the duration of the furlough.
- **Health Benefits:** Your health insurance coverage will [continue under current terms / be subject to employee-paid premiums].
- **Equity/Vesting:** Your equity vesting schedule will [remain unaffected / be paused] as per the terms of your agreement.
- **Company Property:** You are [permitted / not permitted] to retain your company-issued laptop and mobile device, though you are expected to refrain from performing any work-related duties.

Please ensure that all pending high-priority items are transitioned to [Name of Interim Contact] by [Date]. You are requested to refrain from accessing company systems or conducting business on behalf of the organization until your return date.

We thank you for your continued commitment to the organization. Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Signature]

[Name of Superior/Board Chair]

[Title]

Acknowledgment:

I, [Executive Name], accept the terms of the voluntary furlough as outlined above.

[Date]