

[Company Name]

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

[Date]

RE: Notice of Furlough Extension

Dear [Employee Name],

We are writing to formally notify you that your current furlough period, which began on [Original Start Date], is being extended. This decision is due to [brief reason: e.g., ongoing business slowdown / continued facility closure].

Your furlough is now expected to continue until [New End Date/Tentative Return Date]. Please note that this date is subject to change based on business requirements, and we will provide as much notice as possible regarding your return to work.

Benefits and Compensation:

- You will remain an employee of [Company Name] during this period.
- [Insert details regarding health insurance/benefits coverage].
- You may continue to be eligible for unemployment insurance benefits. We recommend contacting your state's unemployment office for specific guidance.

During this extension, you are still prohibited from performing any work on behalf of the company unless specifically authorized in writing.

Please acknowledge receipt of this notice by signing below and returning a copy to [Department/Contact Name] by [Date].

We appreciate your continued patience and look forward to your return.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this notice of furlough extension.

Signature: _____ Date: _____