

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

[Date]

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

Re: Extension of Furlough Period

Dear [Employee Name],

We are writing to inform you that [Company Name] is extending your current furlough period. We previously anticipated your return to work on [Original Return Date]; however, due to [Reason for Extension, e.g., continued business slowdown / government mandates], we must extend this period.

Your furlough is now expected to continue until [New Tentative Return Date]. Please note that this date remains subject to change based on business needs and economic conditions.

During this extended furlough period:

- You will remain an employee of [Company Name].
- Your current benefits status will [remain the same / be modified as follows: Detail changes].
- You are still prohibited from performing any work-related tasks for the company.

We will continue to monitor the situation and will provide you with updates as they become available. Please ensure that we have your current contact information on file.

If you have questions regarding your benefits, unemployment eligibility, or other concerns, please contact [HR Contact Name] at [Phone Number/Email].

Thank you for your continued patience and understanding during this time.

Sincerely,

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