

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

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

Subject: Extension of Temporary Furlough Period

Dear [Employee Name],

We are writing to inform you that the company is extending your current temporary furlough period. Your furlough, which was originally scheduled to end on [Original End Date], will now be extended until [New End Date].

This decision is due to [brief reason, e.g., continued economic conditions / ongoing business restructuring]. We anticipate that you will be able to return to work on [Expected Return Date], though we will continue to monitor the situation and provide updates if this timeline changes.

During this extended period, your employment status remains as "furloughed." Your benefits will be affected as follows: [detail benefit status, e.g., health insurance coverage will continue until Date]. Please contact [HR Contact Name] at [Phone/Email] regarding any questions about your benefits or unemployment eligibility.

We appreciate your continued patience and understanding during this challenging time. Please acknowledge receipt of this extension by signing below and returning a copy to us by [Deadline Date].

Sincerely,

[Manager Name]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notification regarding the extension of my furlough.

Signature: _____ Date: _____