

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Subject: Notification of Mandatory Furlough Extension

Dear [Employee Name],

We are writing to formally notify you that the current mandatory furlough period, which began on [Original Start Date], has been extended. Originally scheduled to conclude on [Original End Date], the furlough is now extended until [New End Date].

This decision is a result of [Reason for Extension, e.g., ongoing economic conditions, continued project delays, or budgetary constraints]. We continue to monitor the situation closely and remain hopeful for a full return to normal operations.

Please note the following regarding your extension:

- **Expected Return Date:** Your new tentative return-to-work date is [New Return Date].
- **Benefits:** [Insert details regarding healthcare or other benefits status during the extension].
- **Compensation:** This remains an unpaid leave period. You may continue to be eligible for unemployment benefits through your local agency.
- **Communication:** We will contact you via [Email/Phone] should there be any further changes to this timeline.

We understand the impact this extension may have on you and your family. We appreciate your continued patience and your contributions to [Company Name].

If you have any questions regarding this extension, please contact [HR Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]