

VOLUNTARY FURLOUGH EXTENSION AGREEMENT

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert ID Number]

Dear [Employee Name],

This letter serves as a formal agreement to extend your current voluntary furlough period. Following our recent discussion, both [Company Name] and you have agreed to prolong your temporary leave of absence under the following terms:

- 1. Extension Period:** Your current furlough, which was scheduled to end on [Original End Date], will now be extended. Your new anticipated return-to-work date is [New Return Date].
- 2. Nature of Leave:** This extension remains voluntary. During this time, you will continue to be placed on inactive status. You will not perform any work or services for the company during this period.
- 3. Compensation:** This extension period remains unpaid. You may be eligible to continue receiving unemployment benefits, subject to the regulations of the state workforce agency.
- 4. Benefits:** [Select one: Your health insurance benefits will continue through the extension period, provided you continue to pay your portion of the premiums / Please refer to the attached document regarding your benefits status during this extension].
- 5. Employment Status:** This agreement does not change your status as an at-will employee. The company reserves the right to recall you to work earlier than the date listed above or, if business conditions dictate, terminate employment.

Please sign below to acknowledge your voluntary agreement to this extension.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

Employee Acknowledgment:

I hereby voluntarily agree to the extension of my furlough as outlined above.

Signature: _____ Date: _____