

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [Employee ID Number]

**Subject: Notice of Indefinite Extension of Furlough**

Dear [Employee Name],

We are writing to formally notify you that your current furlough period, which began on [Original Furlough Start Date], is being extended indefinitely effective [Date of Extension].

At this time, business conditions do not allow us to establish a definitive return-to-work date. While you remain an employee of [Company Name], you will continue to be placed on a non-duty, non-pay status until further notice.

**Benefits Information:**

Regarding your current benefits, [provide details on health insurance, 401k, or other benefits]. If you have questions regarding your coverage or how to make personal contributions during this time, please contact [Department/Contact Person].

**Unemployment Compensation:**

You may continue to be eligible for unemployment insurance benefits. We recommend contacting your local state unemployment office to update your claim status with this new information.

**Company Property:**

Please continue to retain all company property in your possession unless otherwise instructed by your manager. You are reminded that all company policies regarding confidentiality and conduct remain in effect during this period.

**Next Steps:**

We will continue to monitor the situation and will notify you immediately if there is a change in your employment status or if a recall date is determined. Please ensure that the Human Resources department has your most current contact information (phone number and personal email address).

If you have any questions regarding this advisory, please reach out to [Contact Name] at [Phone Number/Email].

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

Sincerely,

[Name]

[Title]

[Company Name]