

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Extension of Partial Furlough Period**

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is extending the current partial furlough period originally scheduled to end on [Original End Date]. Due to [brief reason, e.g., ongoing economic conditions/operational requirements], your partial furlough status will now be extended until [New End Date].

During this extended period, your reduced working schedule will continue as follows:

- **Work Days:** [Specific Days, e.g., Monday - Wednesday]
- **Work Hours:** [Specific Hours, e.g., 9:00 AM - 5:00 PM]
- **Total Hours per Week:** [Number of Hours]

Your compensation will remain adjusted to reflect these hours. Benefits such as [Health Insurance/Accrued Leave] will [remain unaffected / be adjusted as per company policy].

We will continue to monitor the situation closely and will provide you with further updates as they become available. We remain hopeful that we can return to full operational capacity soon.

Please sign and return the attached copy of this letter to [HR Department/Manager Name] by [Date] to acknowledge receipt of this extension.

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

Sincerely,

[Sender Name]  
[Sender Title]

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**Acknowledgment of Receipt:**

I, [Employee Name], acknowledge that I have received and understand the terms of this partial furlough extension.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_