

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

[Date]

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

**Subject: Notification of Furlough Extension**

Dear [Employee Name],

We are writing to formally notify you that your current furlough period, which began on [Original Start Date], has been extended. Due to [Reason for Extension: e.g., ongoing business conditions/project delays], your return-to-work date is now expected to be [New Estimated Return Date].

Please note that this date is subject to change based on business needs. We will continue to keep you updated as more information becomes available.

**Benefits Information:**

- **Health Insurance:** [Details on coverage, e.g., Your health insurance benefits will continue through (Date) provided you continue to pay your portion of the premium].
- **Retirement Plans:** [Details on 401k/Retirement status during extension].
- **Paid Time Off:** [Details on accrual or usage of PTO during furlough].
- **Unemployment Benefits:** You may continue to be eligible for unemployment insurance benefits. We recommend contacting your local state unemployment office to update your status.

While on furlough, you remain an employee of [Company Name]. However, you are not authorized to perform any work on behalf of the company during this time.

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

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

Sincerely,

[Sender Name]  
[Sender Title]