

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department Name]

Subject: Notice of Furlough Extension

Dear [Employee Name],

We are writing to formally notify you that the Department of [Insert Department Name] is extending your current furlough period. This decision is due to [Insert Reason: e.g., ongoing budgetary constraints / continued operational suspension / project delays].

Your furlough, which was originally scheduled to end on [Original End Date], is now extended until [New End Date]. We currently anticipate your return to work date to be [New Return Date].

Please note the following regarding your status during this extension:

- **Employment Status:** You remain an employee of [Organization Name], but you are directed not to perform any work-related duties.
- **Compensation:** Your position remains unpaid for the duration of this extension.
- **Benefits:** [Insert information regarding health insurance, accruals, or retirement contributions during the extension].
- **Unemployment:** You may continue to be eligible for unemployment benefits. Please contact your state's unemployment office for specific guidance.

We will continue to monitor the situation and will provide you with updates should any further changes occur. Please acknowledge receipt of this directive by signing below and returning a copy to [Department/Contact Person] by [Date].

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

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Organization Name]

Employee Acknowledgment:

I acknowledge that I have received this directive and understand the terms of my furlough extension.

Signature: _____ Date: _____