

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

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

Subject: Extension of Furlough and Notice of Return to Work

Dear [Employee Name],

We are writing to provide an update regarding your current furlough status. Due to [Reason for extension, e.g., continued business slowdown/operational requirements], we are extending your furlough period until [New Extension End Date].

Following this extension, we are pleased to confirm your scheduled return to work. Please find the details of your return below:

- **Return Date:** [Date]
- **Start Time:** [Time]
- **Reporting To:** [Manager Name/Department]
- **Work Location:** [Office Address/Remote]

During the remainder of your furlough extension, your [Benefits/Health Insurance] will continue to be [Status of benefits]. You remain an employee of [Company Name], and you are still prohibited from performing any work for the company until your official return date.

Please confirm your receipt of this letter and your intent to return to work by signing below and returning this document by [Deadline Date].

If you have any questions regarding your benefits or the return-to-work process, please contact [HR Contact Name] at [Phone Number/Email].

We look forward to having you back on the team.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Employee Acknowledgment:

I, [Employee Name], acknowledge the extension of my furlough and confirm my intent to return to work on [Return Date].

Signature: _____ Date: _____