

[Company Letterhead/Logo]

Date: [Date]

To: [Executive Name]

Position: [Job Title]

Subject: Extension of Furlough Period

Dear [Executive Name],

We are writing to formally notify you that [Company Name] is extending your current furlough period. This decision is due to [mention brief reason, e.g., continued economic challenges / delayed project timelines / restructuring].

Your furlough, which was originally scheduled to end on [Original End Date], will now be extended until [New Expected Return Date]. We will continue to monitor the situation and will notify you if this date changes.

Regarding your executive benefits and status during this extension:

- **Compensation:** Your position remains unpaid during this period.
- **Benefits:** [Specify status of health insurance, life insurance, etc., e.g., Your medical coverage will remain active through [Date]].
- **Equity/Stock Options:** [Specify impact on vesting schedules, if any].
- **Company Property:** Please continue to retain all company-issued equipment and confidential information securely.

Please note that you remain prohibited from performing any work-related tasks or accessing company systems during this time.

We understand the impact this extension may have and appreciate your continued patience. If you have any questions regarding your benefits or the terms of this extension, please contact [HR Name/Department] at [Contact Information].

Sincerely,

[Signature]

[Name of Senior Executive or Board Member]

[Title]

[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this notice of furlough extension.

Signature: _____ Date: _____