

[Company Name]
[Address Line 1]
[Address Line 2]
[Date]

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

Subject: Notification of Furlough Extension due to Business Restructuring

Dear [Employee Name],

We are writing to provide you with an update regarding your current furlough status. As you are aware, your initial furlough period was scheduled to end on [Original End Date].

As part of our ongoing efforts to ensure the long-term viability of the company, [Company Name] is currently undergoing a formal business restructuring. This process involves evaluating our operational costs and organizational structure to adapt to current market conditions. Consequently, we must inform you that your furlough period is being extended.

Your furlough is now expected to continue until [New End Date], unless otherwise notified. We will continue to monitor the restructuring process and will provide you with further updates as they become available.

During this extended furlough period:

- You will remain an employee of [Company Name].
- Your [Benefit 1, e.g., health insurance] will continue to be [Status of benefits].
- You are not permitted to perform any work on behalf of the company.

We understand that this is a difficult time and we appreciate your continued patience and loyalty. If you have any questions regarding your benefits or this extension, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Sender]
[Job Title]