

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Voluntary Furlough

Dear [Employee Name],

This letter follows our recent discussion regarding the company's voluntary furlough program. We appreciate your willingness to participate in this initiative to assist [Company Name] during this period.

This letter confirms that your request for a voluntary furlough has been accepted. Your furlough is scheduled to begin on [Start Date] and is expected to conclude on [End Date]. Your anticipated return-to-work date is [Return Date].

Please note the following regarding your status as an exempt employee during this period:

- **Work Restrictions:** As an exempt employee on furlough, you are prohibited from performing any work-related tasks, including checking emails, taking phone calls, or attending meetings. To comply with Fair Labor Standards Act (FLSA) regulations, you must remain completely relieved of duty during any week in which you perform no work.
- **Compensation:** You will not receive your salary from the company during the furlough period.
- **Benefits:** [Insert details regarding health insurance, 401k, or other benefits. e.g., Your health benefits will continue, provided you continue to pay your portion of the premiums.]
- **Unemployment:** You may be eligible for unemployment insurance benefits. We encourage you to contact your local unemployment office for more information.

Please keep us informed of any changes to your contact information. We will notify you if there are any changes to your return-to-work date.

Thank you for your continued dedication and your contribution to the company's long-term stability.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

I acknowledge that I have received this notice and agree to the terms of the voluntary furlough as described above.

Employee Signature: _____ Date: _____