

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Subject: Notice of Furlough Extension

Dear [Employee Name],

We are writing to formally notify you that the temporary furlough previously communicated to you on [Original Furlough Start Date] is being extended. While we initially hoped to resume normal operations by [Original Expected Return Date], current business conditions require us to continue the furlough period.

Your furlough is now expected to extend until [New Expected Return Date]. Please note that this date remains subject to change based on business needs and economic conditions. We will continue to keep you updated should any further changes occur.

As an exempt employee, the following terms continue to apply during this extension:

- **Work Restrictions:** You are strictly prohibited from performing any work-related tasks during the furlough period. This includes checking emails, attending meetings, or performing any administrative duties.
- **Compensation:** You will remain in an unpaid status for the duration of this extension.
- **Benefits:** [Insert details regarding health insurance, 401k, or other benefits here, e.g., Your health benefits will continue through the end of the month].
- **Unemployment:** You may continue to be eligible for unemployment benefits through your state agency. Please contact them directly for status updates on your claim.

We appreciate your continued patience and professionalism during this difficult time. If you have any questions regarding your benefits or the terms of this extension, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Sender Name]

[Title]

[Company Name]