

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

[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Update Regarding Your Furlough Status

Dear [Employee Name],

This letter is to provide you with an update regarding your current furlough status, which began on [Original Start Date].

[Select the appropriate option below and delete the others]

Option 1: Extension of Furlough

Due to [Reason for Extension, e.g., continued business slowdown], we must extend your furlough period. Your updated anticipated return-to-work date is now [New Return Date]. We will continue to monitor the situation and notify you of any further changes.

Option 2: Return to Work

We are pleased to inform you that your furlough is ending. You are scheduled to return to your position as [Job Title] on [Return Date] at [Start Time]. Please report to [Location/Supervisor].

Option 3: Transition to Permanent Layoff

Regrettably, due to [Reason, e.g., permanent restructuring], we are unable to recall you to your position. Your employment with [Company Name] will officially terminate effective [Termination Date]. Information regarding your final pay and benefits will be sent under separate cover.

Benefits and Compensation Information:

As an exempt employee, please remember that during any week in which you perform work, you must be paid your full weekly salary. While on full-week furlough, you remain ineligible for salary. [Insert details regarding health insurance, 401k, or PTO accrual status during this period].

If you have any questions regarding this update, please contact [HR Contact Name] at [Phone Number/Email].

Thank you for your continued patience and professionalism during this time.

Sincerely,

[Signature]
[Sender Name]
[Title]