

[Company Name]  
[Address]  
[Date]

To: [Employee Name]  
[Employee Address]

**Subject: Furlough Extension and Status Update**

Dear [Employee Name],

We are writing to provide an update regarding your current furlough status. As previously discussed, [Company Name] continues to navigate [Reason for Furlough - e.g., economic challenges/operational changes].

Due to these ongoing circumstances, we are extending your period of furlough. Your furlough, which was originally scheduled to end on [Original End Date], is now extended until [New End Date]. We anticipate your return to work on [Expected Return Date], though this remains subject to further review.

**Terms of Furlough:**

- You will remain an employee of [Company Name] during this period.
- Your current benefits, including [list benefits like health insurance], will [continue/be modified] as follows: [Insert Details].
- You are still requested not to perform any work on behalf of the company during this time.

We understand that this is a difficult period. We will continue to monitor the situation and will provide you with further updates as they become available. Please confirm receipt of this letter by signing and returning a copy to [Department/Contact Person].

If you have any questions regarding your benefits or the extension, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Sender Name]  
[Sender Title]

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**Employee Acknowledgment:**

I acknowledge receipt of this furlough extension notice and understand the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_