

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Approval of Voluntary Seasonal Furlough**

Dear [Employee Name],

We are writing to formally approve your request for a Voluntary Seasonal Furlough. We appreciate your willingness to participate in this program.

Your furlough period is scheduled as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Return to Work Date:** [Return Date]

During this period, please note the following terms:

- **Compensation:** This is an unpaid leave of absence. You will not receive your regular salary or hourly wages during this time.
- **Benefits:** [Specify status of health insurance, e.g., Your health benefits will continue, but you remain responsible for your portion of the premiums.]
- **Accruals:** [Specify status of PTO/Sick leave, e.g., You will not accrue vacation or sick leave during the furlough period.]
- **Employment Status:** You remain an employee of [Company Name], and your seniority will not be affected.

Please report to [Manager Name/Location] at [Time] on your scheduled return date. If there are any changes to the company's requirements that necessitate an earlier return, we will notify you at least [Number] days in advance.

Please sign and return a copy of this letter to Human Resources by [Date] to acknowledge your agreement to these terms.

Sincerely,

[Name]  
[Title]  
[Company Name]

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**Employee Acknowledgment:**

I accept the terms of the voluntary seasonal furlough as outlined above.

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