

[Your Name]
[Your Employee ID]
[Your Department]

[Date]

To: [Manager Name / Human Resources Department]
[Company Name]

Subject: Request for Voluntary Furlough

Dear [Manager Name or HR Representative],

I am writing to formally express my interest in participating in the company's voluntary furlough program. I understand the current business climate and wish to assist the company in its efforts to manage operational costs during this time.

I am requesting a voluntary furlough for the period beginning on **[Start Date]** and ending on **[End Date]**. I understand that during this period, my employment remains active, but I will be on an unpaid leave of absence.

Before my leave begins, I will ensure that all my current tasks are up to date and that a proper handover is provided to [Colleague's Name or Team Name]. I am also available to discuss how my benefits and seniority will be affected during this period as per company policy.

Please let me know the next steps required to finalize this request and any documentation I need to sign.

Thank you for your consideration.

Sincerely,

[Your Signature]

[Your Printed Name]