

[Company Name]

[Company Address]

[Date]

To: [Employee Name]

Subject: Important Update Regarding Extended Furlough

Dear [Employee Name],

We are writing to provide you with an important update regarding your current furlough status. As you are aware, [Company Name] implemented a company-wide furlough on [Original Start Date] due to [Reason for Furlough, e.g., economic conditions/operational restructuring].

While we initially hoped to resume normal operations by [Original End Date], the current circumstances require us to extend the furlough period. Your furlough is now expected to continue until [New Tentative End Date]. We will continue to monitor the situation closely and will notify you immediately if this date changes.

Status of Benefits:

During this extended period, your status regarding company benefits is as follows:

- [Benefit 1, e.g., Health Insurance]: [Status, e.g., Will remain active/Company will continue to pay premiums].
- [Benefit 2, e.g., 401k/Pension]: [Status].
- [Benefit 3, e.g., Accrued PTO]: [Status].

Unemployment Compensation:

You may continue to be eligible for unemployment insurance benefits. We recommend contacting your local state unemployment office to update your claim with this new extension information.

Company Equipment:

Please continue to retain all company-issued equipment in your possession until further notice. You are reminded that you are not permitted to perform any work on behalf of the company during this furlough period.

We understand that this extension may bring additional challenges. We appreciate your continued patience and your contributions to [Company Name]. We will remain in contact and provide further updates as they become available.

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

Sincerely,

[Sender Name]

[Title]

[Company Name]