Date: [Insert Date]

To: [Employee Name]

Department: Marketing

Position: [Employee Title]

Subject: Voluntary Furlough Agreement

Dear [Employee Name],

This letter confirms your agreement to participate in the company's voluntary furlough program. We appreciate your cooperation in helping the Marketing Department manage operational costs during this period.

Furlough Period:
Your voluntary furlough will begin on [Start Date] and is expected to end on [End Date]. Your anticipated return-to-work date is [Return Date].

Terms of Furlough:

- This leave is voluntary and unpaid.
- During this period, you are not permitted to perform any work on behalf of the company, including checking emails or attending marketing meetings.
- Your health benefits will [continue / be adjusted] according to the following terms: [Insert Benefit Details].
- Accrual of vacation or sick leave will be [maintained / suspended] during this time.

Return to Work:
While we intend to bring you back on the date specified above, please note that business needs may change. We will maintain contact with you regarding any updates to your return schedule.

Please sign below to acknowledge your voluntary acceptance of this furlough and its terms.

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Employee Acknowledgment:

I, [Employee Name], voluntarily agree to the furlough terms outlined above.

Signature: _____ Date: _____