[Date]

[Employee Name]
[Employee ID]
[Department: Operations]

Subject: Notice of Extended Furlough

Dear [Employee Name],

We are writing to formally notify you that the current furlough period for the Operations Department, which was originally scheduled to end on [Original End Date], has been extended.

Due to [Reason: e.g., continued supply chain disruptions / decreased production demand / ongoing restructuring], your furlough is now expected to continue until [New Tentative Return Date].

Please note the following information regarding your extended furlough:

- **Status:** You remain an employee of [Company Name], but you are not authorized to perform any work or access operational systems during this time.
- **Compensation:** This period remains unpaid; however, you may continue to be eligible for unemployment benefits through [State/Local Agency].
- **Benefits:** [Details regarding health insurance or benefit accrual during the extension].
- **Communication:** Your supervisor or HR representative will contact you no later than [Date] to provide a further update on operational requirements.

We understand the uncertainty this extension may cause and appreciate your continued patience as we navigate these operational challenges. Please contact the Human Resources Department at [Phone Number/Email] if you have questions regarding your benefits or status.

Sincerely,

[Sender Name]
[Title]
[Company Name]