

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Voluntary Economic Hardship Furlough Agreement

Dear [Employee Name],

As discussed, [Company Name] is currently navigating a period of economic hardship. In an effort to avoid involuntary layoffs and reduce operating costs, we are offering a voluntary furlough program.

This letter confirms your voluntary agreement to take a furlough under the following terms:

- **Furlough Start Date:** [Date]
- **Expected Return Date:** [Date, or "To Be Determined"]
- **Status:** You will remain an employee of [Company Name], but you will not perform any work or receive a salary during this period.

**Benefits and Compensation:**

- [Health Insurance: Detail if coverage continues and how premiums are paid]
- [Accrued PTO: Detail if PTO can be used or if accrual is paused]
- [Unemployment: State that the employee may be eligible for state unemployment benefits]

During this furlough, you are strictly prohibited from performing any work-related tasks, including checking company email or attending meetings, unless authorized in writing.

By signing below, you acknowledge that this is a voluntary request and that you understand the terms outlined above. We appreciate your support and commitment to the company during this challenging time.

Sincerely,

[Manager Signature]

[Manager Name]

[Company Name]

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**Employee Acknowledgment:**

I voluntarily agree to the terms of this furlough.

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