

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notification of Extension of Furlough

Dear [Employee Name],

As you are aware, [Company Name] has been navigating significant economic challenges due to [reason for hardship, e.g., market downturn / decreased demand]. Unfortunately, these conditions have persisted longer than originally anticipated.

We are writing to formally notify you that your current furlough, which was scheduled to end on [Original End Date], is being extended. The new projected return-to-work date is now [New End Date].

Please note the following regarding your extension:

- **Benefits:** [Detail status of health insurance or other benefits during the extension].
- **Compensation:** You will remain in an unpaid status during this period.
- **Unemployment:** You may continue to be eligible for unemployment benefits. Please contact your state agency for further guidance.

We continue to monitor the financial situation closely and will provide you with updates if any further changes occur. We appreciate your continued patience and understanding during this difficult time.

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

Sincerely,

[Signature]
[Name of Sender]
[Title]