

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

[Date]

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

Subject: Extension of Temporary Furlough

Dear [Employee Name],

We are writing to inform you that your current temporary furlough, which began on [Original Start Date], is being extended. This decision is due to a continued lack of work and ongoing business conditions affecting [Company Name].

Your furlough is now expected to continue until [New End Date/TBD]. We will continue to monitor the situation closely and will provide you with further updates as more information becomes available regarding your return to work.

During this extended period:

- You will remain an employee of the company.
- [Insert details regarding benefits, e.g., Health insurance coverage will continue].
- You are encouraged to contact [Department Name/HR] if you have questions regarding unemployment insurance benefits.

Please acknowledge receipt of this letter by signing below and returning it to [Department Name] by [Date].

We appreciate your continued patience and understanding during this time.

Sincerely,

[Name]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this furlough extension notice.

Signature: _____ Date: _____