

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

[Date]

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

Subject: Update Regarding Your Furlough Status

Dear [Employee Name],

We are writing to provide you with an update regarding your current furlough status, which began on [Start Date of Furlough].

[Select the applicable option below:]

Option 1: Extension of Furlough

Due to [Reason for Extension, e.g., continued economic conditions], we must extend your furlough period. We now anticipate your return to work on [New Expected Return Date]. We will continue to monitor the situation and notify you if this date changes.

Option 2: Return to Work

We are pleased to inform you that your furlough is ending. We would like you to return to your position as [Job Title] on [Return Date] at [Time]. Please report to [Supervisor Name/Location].

Option 3: Transition to Permanent Layoff

Regrettably, due to [Reason, e.g., permanent restructuring], we are unable to bring you back to work at this time. As a result, your employment will be permanently terminated effective [Date]. [Insert details regarding final pay and benefits].

Regarding your benefits, [provide brief details on health insurance or other benefits status].

If you have any questions regarding this update, please contact [HR Representative Name] at [Phone Number] or [Email Address].

Thank you for your continued patience and professionalism during this time.

Sincerely,

[Signature]
[Name of Sender]
[Title]