

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

[Date]

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

Subject: Notification of Furlough Extension

Dear [Employee Name],

We are writing to inform you that your current furlough period, which was originally scheduled to end on [Original End Date], has been extended.

Due to [Reason for Extension, e.g., continued business slowdown / ongoing restructuring], your furlough is now expected to continue until [New Tentative End Date]. Please note that this date remains subject to change based on business needs.

During this extended furlough period:

- You will remain an employee of [Company Name].
- Your current benefits status will [remain the same / change as follows: Details].
- You are not permitted to perform any work for the company while on furlough.

We will continue to monitor the situation and will provide you with further updates as they become available. If you have any questions regarding your benefits or this extension, please contact [HR Contact Name] at [Phone Number/Email].

We appreciate your continued patience and understanding during this time.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]