

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Continued Furlough Status

Dear [Employee Name],

We are writing to provide you with an update regarding your employment status. As you are aware, you were placed on furlough beginning [Original Furlough Start Date] due to [Reason for Furlough, e.g., economic conditions/business slowdown].

While we initially hoped to recall you to work by [Original Estimated End Date], current business circumstances require us to extend your furlough status. At this time, your furlough will continue through [New Estimated Return Date or "indefinitely"].

Please note the following regarding your continued furlough:

- **Benefits:** Your [Health/Dental/Vision] insurance coverage will [continue/be suspended] as of [Date]. (Specific details regarding premium payments are attached).
- **Compensation:** You will remain in a non-pay status during this extension.
- **Unemployment:** You may continue to be eligible for unemployment benefits. Please contact your local state agency for further guidance.
- **Company Property:** Please continue to retain all company-issued equipment in your possession unless otherwise instructed.

We remain committed to bringing you back to work as soon as business needs allow. We will provide you with further updates as they become available. Please ensure that we have your current personal contact information on file.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]