

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

[Date]

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

Subject: Notification of Voluntary Furlough Status

Dear [Employee Name],

This letter is to formally confirm your request for voluntary furlough. The company has accepted your request, and your voluntary furlough period will begin on [Start Date] and is currently expected to end on [End Date/TBD].

During this period, you will remain an employee of [Company Name], but you will be placed on a non-pay and non-duty status. Please review the following information regarding your benefits and status:

- **Compensation:** You will not receive your regular salary or hourly wages during the furlough period.
- **Health Benefits:** [Details regarding medical/dental insurance coverage and premium payments].
- **Paid Time Off:** [Details regarding accrual of vacation or sick leave during this period].
- **Unemployment:** You may be eligible for unemployment insurance benefits. We recommend contacting your local state agency for eligibility requirements.
- **Return to Work:** Your anticipated return to work date is [Date]. We will notify you in writing if this date changes.

Please return any company property, such as [list items: laptop, keys, badges], by [Date], unless otherwise instructed by your manager.

If you have any questions regarding your benefits or the terms of this furlough, please contact [HR Contact Name] at [Phone Number/Email].

Thank you for your cooperation and your continued commitment to [Company Name].

Sincerely,

[Signature]
[Name of Sender]
[Title]