

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

[Date]

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

**Subject: Notification of Furlough Status Reassessment**

Dear [Employee Name],

We are writing to provide you with an update regarding your current furlough status, which commenced on [Original Furlough Start Date]. As previously communicated, [Company Name] has been regularly reviewing business operations and staffing requirements.

Following our most recent reassessment, we would like to inform you of the following decision regarding your employment status:

**[Select one option below and delete the others]**

**Option 1: Extension of Furlough**

Due to ongoing [reasons, e.g., economic conditions/operational delays], we find it necessary to extend your furlough period. We now anticipate your return to work date to be approximately [New Expected Return Date]. We will continue to monitor the situation and will notify you of any further changes.

**Option 2: Recall to Work**

We are pleased to inform you that you are being recalled to your position as [Job Title]. Your first day back at work will be [Return Date] at [Time]. Please report to [Location/Manager Name].

**Option 3: Transition to Permanent Layoff**

Regrettably, due to [reasons, e.g., continued business downturn/restructuring], we are unable to maintain your position. Your employment with [Company Name] will officially terminate effective [Termination Date]. You will receive a separate package detailing final pay and benefits information.

During this continued or transitional period, your [Health Insurance/Other Benefits] will [remain in effect / be terminated] as of [Date]. Please refer to the attached documents for specific details regarding your benefits and eligibility for unemployment insurance.

We appreciate your patience and your contributions to the company. If you have any questions regarding this reassessment, please contact [HR Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Sender Signature]

[Sender Name]

[Sender Title]