

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Extended Temporary Furlough

Dear [Employee Name],

We are writing to provide you with formal notice regarding a change in your employment status. On [Original Furlough Start Date], you were placed on a temporary furlough that was originally expected to last less than six months. However, due to **[unforeseeable business circumstances/natural disaster/specific reason]**, the duration of this furlough must now be extended.

As a result of these evolving circumstances, your furlough is now expected to exceed six months. This letter serves as your formal notice under the Worker Adjustment and Retraining Notification (WARN) Act.

Anticipated Duration

At this time, we anticipate the extension of this furlough to continue until **[Expected Recall Date or "Indefinite"]**. We will continue to monitor the situation and provide updates as more information becomes available.

Bumping Rights

You **[do/do not]** have bumping rights (the right to displace another employee) under the terms of **[applicable policy or collective bargaining agreement]**.

Benefits and Compensation

During this extended furlough period, your benefits coverage will be handled as follows: **[Insert details regarding Health Insurance, 401k, Accrued PTO, etc.]**

Unemployment Insurance

You may continue to be eligible for unemployment insurance benefits through the **[State Agency Name]**. You should contact them directly to update your claim status.

Company Contact

If you have any questions regarding this notice or your benefits, please contact **[Name of Representative]** at **[Phone Number]** or **[Email Address]**.

Sincerely,

[Name of Sender]

[Title]

[Company Name]