

Employee Furlough Update

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Furlough Update

Dear [Employee's Name],

We hope this message finds you well. We want to provide you with an update regarding your furlough status as part of our response to [insert reason, e.g., economic challenges, company restructuring].

As of [insert date], your furlough will be extended until [insert new end date]. During this period, we encourage you to take advantage of the resources available to you, including [mention any support resources].

We understand that this news may cause uncertainty, and we are here to support you in any way we can. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your understanding and your continued dedication to our company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]