

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

[Date]

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

Subject: Notification of Salary Reinstatement

Dear [Employee Name],

We are pleased to inform you that your base salary is being reinstated to its pre-furlough/pre-reduction level. This adjustment reflects our transition back to standard operations and our appreciation for your continued commitment to [Company Name].

Effective [Effective Date], your annual base salary will be [Amount], which will be paid in accordance with the company's standard payroll schedule. All other terms and conditions of your employment agreement remain in effect.

Please review this information and contact the Human Resources department if you have any questions regarding your compensation or benefits.

Thank you for your hard work and patience during the recent transition period.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this notification regarding my salary reinstatement.

[Employee Signature]

[Date]