

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

[Date]

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

Subject: Reinstatement of Full Salary and Return from Furlough

Dear [Employee Name],

We are pleased to inform you that your period of furlough is ending. You are officially requested to return to your position as [Job Title] on [Start Date].

Effective as of [Effective Date of Salary Restoration], your salary will be restored to its full pre-furlough level of [Amount] per [Pay Period]. This change will be reflected in your paycheck issued on [Pay Date].

Your original terms of employment, including seniority, accrued benefits, and company policies, remain in full effect. Please report to [Location/Department] at [Time] on your first day back.

We appreciate your patience and your commitment to [Company Name] during this challenging period. We look forward to having you back on the team.

Please sign and return a copy of this letter to [Department Name/Contact Person] by [Deadline Date] to confirm your acceptance of these terms.

Sincerely,

[Name of Sender]  
[Title]  
[Company Name]

---

**Employee Acknowledgment:**

I accept the reinstatement of my position and the restoration of my salary as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_