

[Date]

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

Re: Notice of Reinstatement and Temporary Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that you are being officially reinstated to your position as [Job Title] with [Company Name], effective [Start Date].

As we navigate the recovery phase following the recent furlough period, the company is implementing temporary cost-saving measures to ensure long-term business stability. Consequently, your reinstatement is subject to a temporary reduction in base salary.

Terms of Reinstatement:

- **New Temporary Salary:** Your gross salary/hourly rate will be [Amount], effective [Start Date].
- **Previous Salary:** For reference, your previous salary/hourly rate was [Amount].
- **Duration:** This reduction is intended to be temporary. The company will review financial conditions on [Date/Frequency] to determine when your compensation can be restored to its previous level.
- **Benefits:** [Mention if benefits remain unchanged or if there are specific adjustments].

Your duties, responsibilities, and reporting structure remain the same as prior to your furlough, unless otherwise discussed with your manager.

Please acknowledge your acceptance of these terms by signing and returning a copy of this letter by [Deadline Date].

We are excited to have you back on the team and appreciate your continued dedication and flexibility during this time.

Sincerely,

[Name]
[Title]
[Company Name]

Employee Acceptance:

I accept the terms of my reinstatement and the temporary salary reduction as outlined above.

Signature: _____ Date: _____