

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Reinstatement and Phased Salary Adjustment

Dear [Employee Name],

We are pleased to formally welcome you back to active employment at [Company Name] following your furlough period. Your reinstatement is effective as of [Start Date].

As part of our post-furlough recovery plan, your compensation will be restored through a phased adjustment process. Please find the schedule for your salary reinstatement below:

- **Phase 1:** Effective [Date], your salary will be [Amount/Percentage of original salary].
- **Phase 2:** Effective [Date], your salary will increase to [Amount/Percentage].
- **Full Restoration:** Effective [Date], your salary will return to your pre-furlough rate of [Original Salary Amount].

All other terms and conditions of your employment contract remain in effect. Your seniority and original hire date are unaffected by this furlough period.

Please sign below to acknowledge your acceptance of these terms and return this letter to the Human Resources department by [Deadline Date].

We appreciate your continued commitment to [Company Name].

Sincerely,

[Sender Name]

[Sender Title]

Acknowledgment:

I accept the terms of my reinstatement as outlined above.

Signature: _____ Date: _____