

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

[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notice of Reinstatement and Salary Adjustment

Dear [Employee Name],

We are pleased to inform you that your period of furlough is ending. You are officially reinstated to your position as [Job Title], effective [Reinstatement Date].

As discussed, due to your return occurring mid-pay period, your compensation for the current month will be prorated based on your actual days worked. Please find the details of your salary adjustment below:

- **Annual Base Salary:** \$[Amount]
- **Monthly Gross Salary:** \$[Amount]
- **Return Date:** [Date]
- **Total Work Days in Current Period:** [Number] days
- **Prorated Payment Amount:** \$[Amount]

Your standard full salary will resume starting with the next pay cycle on [Date]. All other terms and conditions of your employment contract remain unchanged.

We are excited to have you back on the team. If you have any questions regarding your payroll calculation or benefits, please contact the HR department.

Sincerely,

[Manager Name]
[Title]
[Company Name]