

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

[Date]

[Executive Name]  
[Title]  
[Home Address]  
[City, State, Zip Code]

Re: Reinstatement of Salary and Terms of Employment

Dear [Executive Name],

Following our recent discussions regarding the conclusion of your furlough period, we are pleased to formally confirm your full reinstatement to your position as [Executive Job Title], effective [Reinstatement Date].

Consistent with our commitment to return leadership compensation to pre-furlough levels, your annual base salary will be adjusted to \$[Amount] per year. This adjustment will be reflected starting with the pay period ending [Date].

In addition to the salary reinstatement, please note the following updates to your executive compensation package:

- **Bonus Eligibility:** Your participation in the [Year] Executive Incentive Plan will resume effective [Date], with prorated targets based on your return date.
- **Benefits:** All executive-level benefits, including [list specific benefits like car allowance, supplemental insurance, etc.], are fully restored.
- **Equity/Vesting:** [Detail any adjustments or continuations of vesting schedules].

We appreciate your continued commitment to [Company Name] and your patience during the recent organizational challenges. Your leadership remains vital to our long-term strategic goals.

Please sign and return a copy of this letter to [Department Name] by [Date] to acknowledge your acceptance of these terms.

Sincerely,

[Name of Board Member or Superior]  
[Title]

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**Acknowledgment:**

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

\_\_\_\_\_  
[Executive Signature]

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