

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

[Date]

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

**Subject: Post-Furlough Reinstatement and Wage Adjustment**

Dear [Employee Name],

We are pleased to formally welcome you back to work following your furlough period. Your reinstatement is effective as of [Reinstatement Date].

This letter serves to confirm a change in your hourly compensation. Effective [Effective Date of Wage Change], your hourly wage will be adjusted to \$[New Hourly Rate] per hour. This adjustment is due to [brief reason such as market adjustments, organizational restructuring, or performance].

All other terms and conditions of your employment remain the same. Please note that your seniority and original hire date will be preserved.

Please sign and return a copy of this letter to acknowledge your acceptance of these updated terms.

We look forward to your return and appreciate your continued contributions to [Company Name].

Sincerely,

[Sender Name]  
[Sender Title]

**Acknowledgment:**

I, [Employee Name], accept the wage adjustment as outlined above.

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Employee Signature

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Date