

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

[Date]

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

**Subject: Salary Adjustment Following Reinstatement from Furlough**

Dear [Employee Name],

We are pleased to formally welcome you back to your full-time position as [Job Title] following your recent furlough period. We appreciate your patience and continued commitment to [Company Name] during this time.

This letter serves to confirm that effective [Effective Date], your annual base salary will be adjusted to \$[Amount]. This amount represents a [Return to Original Salary / New Adjusted Salary] as part of our post-furlough operational plan. Your salary will be paid in [Monthly/Bi-weekly] installments, subject to standard payroll deductions and withholdings.

All other terms and conditions of your employment agreement, including your benefits and original seniority date, remain in full force and effect.

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

We are excited to have you back with the team and look forward to your continued contributions.

Sincerely,

[Name of Sender]  
[Title]  
[Company Name]

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**Employee Acknowledgment:**

I accept the salary adjustment as outlined above.

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