

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

[Date]

[Employee Name]  
[Employee Address]

**Subject: Notice of Reinstatement and Compensation Adjustment**

Dear [Employee Name],

We are pleased to formally invite you to return to your position as [Job Title] following your period of furlough, effective [Start Date].

As part of your reinstatement, please note the following updates to your compensation and benefits package:

**1. Salary Adjustment**

Effective [Date], your new annual salary/hourly rate will be [Amount]. This represents a [Percentage]% adjustment from your previous rate of [Former Amount]. This adjustment is based on [Brief Reason: e.g., market alignment/restructuring].

**2. Benefits Reinstatement**

Your eligibility for company benefits, including [Health Insurance/Dental/Vision], will be reinstated effective [Date]. Any waiting periods previously met will be honored.

**3. Accrued Leave**

Your Paid Time Off (PTO) balance of [Number] hours has been restored. You will resume accruing leave at your standard rate as of your return date.

**4. Retirement Contributions**

Company contributions to your [401k/Pension Plan] will resume with the first full payroll cycle following your return.

Please review these terms and sign below to indicate your acceptance of the adjusted compensation and your intent to return to work. Kindly return a copy of this letter by [Deadline Date].

We look forward to having you back on the team.

Sincerely,

[Sender Name]  
[Sender Title]

**Employee Acceptance:**

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