

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Notice of Salary Reinstatement and Retroactive Pay**

Dear [Employee Name],

We are pleased to formally notify you that your base salary is being reinstated to its pre-furlough level of [Original Salary Amount], effective [Reinstatement Date]. This adjustment marks the end of the temporary salary reduction/furlough period implemented on [Start Date of Furlough].

In addition to this reinstatement, the company will be providing a retroactive payment to compensate for the salary difference during the period of [Start Date of Retro Period] to [End Date of Retro Period].

**Payment Details:**

- **Reinstated Annual Salary:** [Amount]
- **Gross Retroactive Pay Amount:** [Amount]
- **Payment Date:** [Date of Paycheck]

The retroactive payment will be subject to standard payroll taxes and withholdings and will be included in your next regularly scheduled paycheck. You can view your detailed pay stub via the [Company Payroll Portal Name] on the payment date.

We want to express our sincere gratitude for your continued dedication and patience during the recent furlough period. Your contributions are highly valued, and we are glad to return to our standard compensation structure.

If you have any questions regarding this adjustment or the calculation of your retroactive pay, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

[Name]  
[Title]  
[Company Name]