

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

[Date]

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

Subject: Post-Furlough Reinstatement and Compensation Adjustment

Dear [Employee Name],

We are pleased to formally invite you to return to your position as [Job Title] with [Company Name], effective [Reinstatement Date]. We are excited to have you back with the team.

As we navigate the current business environment following the recent furlough period, we are implementing alternative compensation structures to ensure the long-term stability of the company. Please review the following adjustments to your compensation package:

- **Base Salary/Wage:** Your new base compensation will be [Amount] per [Hour/Month/Year].
- **Adjustment Type:** [e.g., Temporary 10% reduction / Shift to Commission-based / Bonus restructure].
- **Effective Period:** This adjustment is effective as of [Date] and will be reviewed on [Review Date].

All other terms and conditions of your original employment agreement, including your seniority and original hire date, remain unchanged unless otherwise specified in this letter.

To confirm your acceptance of this reinstatement and the modified compensation terms, please sign and return this letter by [Deadline Date].

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

Sincerely,

[Signature]
[Name of Sender]
[Title]

Employee Acceptance:

I accept the reinstatement and the compensation adjustments as outlined above.

Signature: _____ Date: _____