

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Acknowledgment of Post-Furlough Reinstatement and Salary Adjustment**

Dear [Employee Name],

Following your recent return to work from furlough on [Return Date], this letter serves as formal documentation regarding your reinstatement and the adjustment of your compensation.

Effective [Effective Date], your salary/hourly rate has been adjusted to [Amount] per [Pay Period]. This adjustment reflects your transition back to active status and aligns with current [Company Name] compensation structures for your position of [Job Title].

All other terms and conditions of your employment agreement remain in full force and effect. Your benefits, including [list specific benefits like health insurance or PTO accrual], will resume/continue as per the company policy outlined during your reinstatement meeting.

Please review the details above. If you have any questions regarding this adjustment, please contact the Human Resources Department at [Phone Number/Email].

We are pleased to have you back with the team and appreciate your continued contributions to [Company Name].

Sincerely,

[Manager/HR Representative Name]

[Title]

[Company Name]

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**Employee Acknowledgment:**

I, [Employee Name], acknowledge receipt of this letter and understand the terms of my salary adjustment and reinstatement as described above.

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

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