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

[Date]

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

Subject: Notice of Recall from Furlough

Dear [Employee Name],

We are pleased to inform you that you are being officially recalled from furlough to return to your position as [Job Title] with [Company Name].

Your return-to-work date is scheduled for [Date] at [Time]. Please report to [Location/Department] and check in with [Manager Name].

Upon your return, your compensation and benefits will be restored to their previous status as of [Date], subject to the terms of our current company policies. Please bring [List any required documents/identification] on your first day back.

Please confirm your receipt of this letter and your intent to return to work by contacting [Contact Person Name] at [Phone Number/Email] no later than [Deadline Date].

We look forward to having you back on the team.

Sincerely,

[Signature]

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