[Date]

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

Subject: Notification of Recall from Voluntary Furlough

Dear [Employee Name],

We are pleased to inform you that [Company Name] is officially ending your voluntary furlough period. We are ready to welcome you back to your position as [Job Title] effective [Return Date].

Please find the details of your return below:

- **Reporting Date:** [Date]
- **Reporting Time:** [Time]
- **Reporting To:** [Manager Name/Department]
- **Location:** [Office Address or Remote]

Upon your return, your previous compensation and benefits will be reinstated as follows: [Detail any changes or state "per your original employment agreement"].

Please confirm your acceptance of this recall by signing below and returning this letter to the HR department no later than [Deadline Date]. If you have any questions regarding your return to work, please contact [HR Contact Name] at [Phone Number/Email].

We look forward to having you back on the team.

Sincerely,

[Sender Signature]
[Sender Name]
[Sender Title]

Employee Acceptance:

I, [Employee Name], accept the recall to my position at [Company Name].

Signature: _____ Date: _____