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

[Date]

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

Re: Recall from Furlough to Remote Work

Dear [Employee Name],

We are pleased to inform you that you are being recalled from furlough to return to your position as [Job Title], effective [Start Date].

As part of our current operations plan, your role will be performed remotely until further notice. You will report directly to [Supervisor Name]. Your compensation and benefits will be reinstated as follows: [Insert Salary/Wage Details and Benefit Status].

To prepare for your return, please ensure the following:

- Confirm you have access to a stable internet connection and a designated workspace.
- Log in to [Company System/Software] by [Time] on [Start Date].
- Attend the virtual "Return to Work" briefing scheduled for [Date/Time] via [Meeting Platform].

Please confirm your acceptance of this recall by signing below and returning this letter to [HR Contact Name] at [Email Address] no later than [Deadline Date].

We look forward to having you back on the team.

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment and Acceptance:

I, [Employee Name], accept the recall to work under the terms outlined above.

Signature: _____ Date: _____