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

[Date]

RE: FINAL NOTICE OF FURLOUGH RECALL

Dear [Employee Name],

This letter serves as a final formal notice to recall you from furlough to your position as [Job Title]. We previously attempted to contact you on [Date(s) of previous attempts] via [Method of contact], but we have not yet received a response regarding your return to work.

Your official return date is scheduled for **[Start Date]** at **[Start Time]**. You are expected to report to [Location/Supervisor Name].

Please confirm your intent to return by [Deadline Date/Time] by contacting [Contact Name] at [Phone Number/Email Address].

Failure to report to work on the date specified above or failure to contact us by the deadline will be interpreted as a voluntary resignation of your employment with [Company Name]. If you are unable to return due to extenuating circumstances, you must notify Human Resources immediately to discuss your status.

We look forward to your return.

Sincerely,

[Signature]
[Name of Sender]
[Title]