[Date]

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

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].

Return Details:

- **Status:** [Full-time / Part-time]
- **Compensation:** Your salary/hourly rate will be [Amount] per [Period].
- **Benefits:** Your benefits will [be reinstated immediately / remain unchanged / subject to a waiting period].

Please confirm your intent to return to work by signing this letter and returning it to [Department/Person] no later than [Deadline Date].

We are excited to have you back on the team. If you have any questions regarding your return, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Sender Name]
[Title]
[Company Name]

Employee Acceptance:

I accept the recall to work and confirm I will report on the date specified above.

Signature: _____ Date: _____