[Company Name]
[Address Line 1]
[Address Line 2]
[Date]

[Employee Name]
[Employee Address]

Subject: Notice of Recall from Furlough to Alternative Role

Dear [Employee Name],

We are pleased to inform you that we are ending your period of furlough. We would like to recall you to work effective [Start Date].

Due to current business requirements and changes in our operations, your previous position of [Former Job Title] is currently unavailable. Therefore, we are offering you the alternative role of [New Job Title] on a [Permanent/Temporary] basis.

The details of this alternative role are as follows:

- **Reporting Manager:** [Manager Name]
- **Location:** [Work Location/Remote]
- **Hours of Work:** [Number of hours] per week
- **Salary/Wage:** [Amount] per [Hour/Month/Year]
- **Key Responsibilities:** [Brief description of duties]

Please note that your original contract terms remain in place except for the specific changes mentioned above. All other benefits and your continuous service date remain unaffected.

Please confirm your acceptance of this recall and the alternative role by signing and returning a copy of this letter by [Deadline Date]. If you have any questions regarding these changes, please contact [Contact Name/HR Department] at [Phone Number/Email].

We look forward to having you back with the team.

Sincerely,

[Signature]

[Name of Sender]
[Job Title]

Employee Acceptance:

I, [Employee Name], accept the offer to return from furlough in the alternative role of [New Job Title] starting on [Start Date].

Signature: _____ Date: _____