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

[Date]

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

Dear [Employee Name],

We are pleased to inform you that you are being recalled from furlough to return to your position as [Job Title] with [Company Name]. Your first day back at work will be [Start Date].

Reporting Details:

- **Report Time:** [Time]
- **Report Location:** [Location/Department]
- **Supervisor:** [Supervisor Name]

Onboarding and Re-orientation:

Upon your return, you will participate in a brief re-boarding session to review updated company policies, safety protocols, and any changes to your workflow. Please bring [List any required identification or documents] with you on your first day.

Compensation and Benefits:

Your compensation will remain at [Salary/Hourly Rate] per hour/year. Your benefits coverage will [remain the same / be reinstated] effective [Date].

Please confirm your acceptance of this recall by signing below and returning this letter by [Deadline Date]. If you have any questions regarding your return, please contact [Contact Name] at [Phone Number/Email].

We look forward to having you back on the team.

Sincerely,

[Sender Name]
[Title]

Employee Acceptance:

I, [Employee Name], accept the recall to work and will report on the date specified above.

Signature: _____ Date: _____