**Date:** [Insert Date]

**To:** [Employee Name]
**Employee ID:** [Insert ID Number]

**Subject: Immediate Cancellation of Furlough and Return to Work**

Dear [Employee Name],

We are pleased to inform you that your current furlough period is being cancelled effective immediately. You are required to return to your regular position and resume your duties on [Insert Return Date] at [Insert Time].

Please report to [Insert Department/Location] and check in with [Insert Supervisor Name].

Your compensation and benefits will be restored to their pre-furlough status effective as of your return date. Any specific instructions regarding your return, including updated safety protocols or schedule changes, are attached to this letter.

Please confirm receipt of this notice and your intent to return by contacting [Insert Name/Department] at [Insert Phone/Email] no later than [Insert Deadline].

We look forward to having you back on the team.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]