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

[Date]

[Employee Name]
[Employee Address]

Subject: Notice of Early Furlough Cancellation

Dear [Employee Name],

We are pleased to inform you that we are cancelling your current furlough earlier than originally anticipated. We are requesting that you return to your position as [Job Title] on [Return Date].

Your return to work details are as follows:

- **Report Time:** [Time]
- **Reporting To:** [Manager Name]
- **Location:** [Office Location/Remote]

Upon your return, your previous compensation and benefits will be reinstated effective [Reinstatement Date]. Please note that [mention any specific changes to shifts or safety protocols if applicable].

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

We look forward to having you back on the team.

Sincerely,

[Signature]
[Name of Sender]
[Title]