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

[Employee Name]
[Employee Address]
[Postcode]

**Subject: Notice of Furlough Cancellation and Phased Return to Work**

Dear [Employee Name],

Following our recent discussions, we are pleased to inform you that your period of furlough leave is officially ending. We are now preparing for your phased return to work starting on [Start Date].

To ensure a smooth transition back into the workplace, we have outlined a phased schedule for your initial weeks:

- **Week 1:** [Number] days per week, working from [Start Time] to [End Time].
- **Week 2:** [Number] days per week, working from [Start Time] to [End Time].
- **Full Hours Resume:** [Date of Full Return].

Your salary will be adjusted accordingly to reflect the hours worked. From [Start Date], you will be paid your full contractual rate for the hours performed, and any remaining furlough pay (if applicable) will be calculated based on your non-working hours in line with current government guidelines.

We have conducted a full health and safety assessment to ensure the workplace is safe. Upon your arrival on your first day, you will receive a briefing regarding new workplace protocols and safety measures.

Please sign and return a copy of this letter to [Department/Name] by [Deadline Date] to confirm your agreement to these terms.

We look forward to welcoming you back to the team.

Yours sincerely,

[Signature]

[Name of Sender]
[Job Title]

**Employee Acceptance:**

I confirm my agreement to the phased return to work schedule as outlined above.

Signed: _____ Date: _____