Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]
Department: [Department Name]

Subject: Notice of Furlough Cancellation and Recall to Work

Dear [Employee Name],

We are pleased to inform you that your temporary furlough is being cancelled, and you are being officially recalled to your position as [Job Title] within the [Department Name].

Your return-to-work details are as follows:

- **Effective Return Date:** [Date]
- **Reporting Time:** [Time]
- **Reporting Location:** [Location/Office or Remote]
- **Supervisor:** [Supervisor Name]

Upon your return, your previous salary, benefits, and seniority status will be restored in accordance with company policy and applicable laws. Please report to [Human Resources/Department Office] at [Time] on your first day to complete any necessary reinstatement paperwork and to receive an update on current workplace protocols.

Please confirm your receipt of this notice and your intent to return by signing below and returning this letter to [Contact Name/Email] by [Deadline Date].

We look forward to having you back on the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acceptance:

I, [Employee Name], acknowledge receipt of this recall notice and confirm that I will return to work on the date specified above.

Signature: _____ Date: _____