[Date]

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

Subject: Notice of Furlough Cancellation and Return to Work

Dear [Employee Name],

We are pleased to inform you that your furlough has been cancelled, and we are officially inviting you to return to work.

Your return date is scheduled for **[Date]** at **[Time]**. You will report to **[Manager Name/Department]** at **[Location/Remote]**.

Upon your return, your employment terms, including your position, seniority, and benefits, will be restored as follows:

- **Job Title:** [Job Title]
- **Salary/Wage:** [Amount]
- **Work Schedule:** [Days/Hours]

Please report to [Human Resources/Office Manager] on your first day to complete any necessary paperwork and receive an update on current workplace health and safety protocols.

We are excited to have you back on the team. If you have any questions regarding your return, please contact [Name] at [Phone Number/Email].

Sincerely,

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