[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Furlough Cancellation - Essential Personnel

Dear [Employee Name],

We are writing to formally notify you that the previously announced furlough for your position has been cancelled. You have been identified as essential personnel, and your continued service is required to maintain critical operations.

Please note the following details regarding your return to work:

- **Effective Date:** [Date]
- **Reporting Time:** [Time]
- **Location/Reporting Manager:** [Location or Name]

Your compensation and benefits will remain active and unchanged as you continue your regular work schedule. If you had already begun your furlough period, you will be compensated for any time worked according to standard payroll procedures.

We appreciate your flexibility and your commitment to the organization during this time. Should you have any questions regarding this cancellation, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]