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

[Date]

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

Subject: Notice of Furlough Cancellation and Reinstatement of Benefits

Dear [Employee Name],

We are pleased to inform you that your furlough has been cancelled, and you are requested to return to work effective [Date]. Your status as a full-time employee will be restored as of this date.

In addition to your return to active duty, this letter serves as formal notification that your company-provided benefits will be fully reinstated. This includes:

- [Health/Dental/Vision Insurance]
- [Retirement Plans/401k]
- [Life Insurance/Disability]
- [Accrual of Paid Time Off (PTO)]

Your benefits will be effective as of [Reinstatement Date]. Any missed premium contributions during the furlough period will be addressed via [Method of Collection/Adjustment].

Please report to [Manager Name/Department] at [Time] on your first day back. If you have any questions regarding your benefits coverage or the return-to-work process, please contact the Human Resources department at [Phone Number/Email].

We look forward to having you back on the team.

Sincerely,

[Sender Name]
[Sender Title]