[Company Logo]

[Date]

[Employee Name]
[Employee ID]
[Home Address]

Subject: Notice of Furlough Cancellation and Return to Work

Dear [Employee Name],

We are pleased to inform you that your furlough, which began on [Furlough Start Date], is being cancelled. We are officially recalling you to your position as [Job Title] effective [Return Date].

Please report to work at [Time] at [Location/Department]. Upon your return, your compensation and benefits will be restored to their previous status as of your return date, subject to any company-wide adjustments made during your absence.

Upon arrival, please report to [Manager Name] to discuss your immediate tasks and any updated workplace safety protocols or operational changes. If you require any specific accommodations or have questions regarding your return, please contact the Human Resources department at [Phone Number] or [Email Address] by [Deadline Date].

Please sign and return the enclosed copy of this letter to acknowledge your receipt and your intent to return to work on the date specified above.

We look forward to having you back on the team.

Sincerely,

[Signature]

[Sender Name]
[Title]
[Company Name]

Acknowledgment of Return to Work

I, [Employee Name], acknowledge receipt of this furlough cancellation notice and confirm that I will return to work on [Return Date].

Signature: _____ Date: _____