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

[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 period is being cancelled, and we are officially recalling you to work. This decision is effective as of [Return Date].

Starting on [Return Date], your employment status will return to [Full-time/Part-time] at your previous [Position/Job Title]. Your compensation and benefits will be restored to their pre-furlough levels, subject to the terms of your employment contract.

Please report to [Location/Department] at [Time] on your first day back. You will report to [Manager Name].

Upon your return, there will be a brief orientation to update you on [New Safety Protocols/Project Priorities/Changes]. If you have any equipment or company property that was taken home during the furlough, please ensure it is brought back on your first day.

Please confirm your receipt of this letter and your intent to return by signing below and returning this document to [HR Contact Name] by [Date].

We look forward to having you back on the team.

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment:

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

Signature: _____ Date: _____