[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

To: [Employee Name]

[Employee ID]

Subject: Notice of Recall from Furlough and Resumption of Operations

Dear [Employee Name],

We are pleased to inform you that [Company Name] is resuming operations. As a result, your furlough is officially cancelled, and we are recalling you to your position as [Job Title] effective [Return Date].

Please report to [Location/Department] at [Start Time] on your return date. Your supervisor, [Supervisor Name], will meet with you to discuss your schedule and any updated workplace protocols.

Your compensation and benefits will be restored to their pre-furlough status as of your return date, subject to any company-wide policy changes previously communicated. Please note the following regarding your return:

- **Reporting:** Confirm your receipt of this letter and your intent to return by [Deadline Date].
- **Equipment:** Please bring any company-issued equipment that was in your possession during the furlough.
- **Orientation:** You may be required to attend a brief safety or operational briefing upon arrival.

If you have any questions regarding your return to work or if you are unable to return on the specified date, please contact the Human Resources department at [Phone Number] or [Email Address] immediately.

We look forward to having you back on the team.

Sincerely,

[Signature]

[Name of Sender]

[Title]