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

[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Cancellation of Furlough and Transition to Remote Work

Dear [Employee Name],

We are pleased to inform you that your furlough period is being cancelled, and we would like to invite you back to work effective [Start Date].

In accordance with our new operational updates, your role will now transition to a remote work arrangement. You will be expected to perform your duties from your home office or an alternative approved location. Your job title, compensation, and benefits will remain [the same / as follows: Details].

Key Details:

- **Effective Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Hours/Days]
- **Equipment:** [Details regarding company laptop, stipend, or software access]

Please confirm your receipt of this letter and your intent to return by signing below and returning this document by [Deadline Date]. You will receive a separate email containing login credentials and remote onboarding instructions shortly.

We look forward to having you back on the team.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Employee Acceptance:

I accept the cancellation of my furlough and the transition to a remote work arrangement.

Signature: _____ Date: _____