

[Date]

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

Re: Notice of Recall from Furlough

Dear [Employee Name],

We are pleased to inform you that you are being recalled from your furlough status to return to your position as [Job Title] with [Company Name].

Your return-to-work date is scheduled for [Date] at [Time]. Please report to [Location/Department] and check in with [Manager Name].

Regarding your compensation and benefits:

- **Salary:** Your annual exempt salary will be \$[Amount], paid on a semi-monthly/bi-weekly basis, consistent with your previous terms of employment.
- **Benefits:** Your health insurance and other elective benefits will be [reinstated immediately / subject to a waiting period of X days].
- **Accruals:** Your paid time off (PTO) balances will be [restored to their previous levels / handled according to company policy].

Please note that as an exempt employee, you are expected to perform your full professional duties. Your employment remains "at-will," meaning either you or the company may terminate the employment relationship at any time, with or without cause or notice.

Please confirm your receipt of this letter and your intent to return to work by signing below and returning this document to [Department/Person] by [Deadline Date].

We look forward to having you back on the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Employee Acceptance:

I accept the recall to employment and confirm I will report to work on the date specified above.

Signature: _____ Date: _____