

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

[Date]

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

Subject: Notification 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 official return-to-work date is scheduled for [Date] at [Time]. Please report to [Location/Manager Name] upon your arrival.

Your terms of employment, including your base salary and benefits, will remain the same as they were prior to the furlough, unless otherwise discussed. Please note the following details regarding your return:

- **Work Schedule:** [Insert Schedule Details]
- **Reporting Manager:** [Manager Name]
- **Safety Protocols:** [Mention any new health or safety requirements, if applicable]

Please confirm your receipt of this letter and your intent to return to work by signing below and returning this document, or by replying via email to [Email Address] no later than [Deadline Date].

We look forward to having you back on the team.

Sincerely,

[Name]
[Title]
[Company Name]

Employee Acceptance:

I, [Employee Name], accept the recall to work and confirm my return date of [Date].

Signature: _____ Date: _____