

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

[Date]

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

**Subject: Notice of Anticipated Recall from Seasonal Furlough**

Dear [Employee Name],

We are pleased to inform you that we are preparing to begin our upcoming season. As a result, we anticipate recalling you from your seasonal furlough to return to work.

Your expected return-to-work date is **[Insert Date]**. Your position will remain **[Insert Job Title]**, reporting to **[Insert Supervisor Name]** at **[Insert Time]**.

Please confirm your intent to return by contacting **[Insert Contact Person Name]** at **[Insert Phone Number/Email]** no later than **[Insert Deadline Date]**. If you are unable to return on the specified date, please notify us immediately to discuss your status.

Upon your return, you may be required to complete brief orientation paperwork or safety training. Please bring any necessary identification required for employment verification.

We look forward to having you back on the team for a successful season.

Sincerely,

[Signature]  
[Typed Name]  
[Title]