

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

[Date]

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

Subject: 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 work. We understand that the recent period of economic hardship has been challenging, and we appreciate your patience during this time.

Your return to work details are as follows:

- **Effective Return Date:** [Date]
- **Reporting Time:** [Time]
- **Position:** [Job Title]
- **Supervisor:** [Supervisor Name]
- **Location:** [Work Location/Department]

Your compensation and benefits will be reinstated as per your previous employment terms, unless otherwise discussed and documented. Please confirm your intent to return to work by [Deadline Date] by contacting [Name/Department] at [Phone Number/Email].

If you are unable to return on the specified date due to extenuating circumstances, please notify us immediately so we can discuss available options.

We look forward to having you back on the team.

Sincerely,

[Sender Name]
[Title]
[Company Name]