

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

[Date]

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

Dear [Employee Name],

We are pleased to inform you that you are being recalled to work from your furlough status. This recall is effective immediately, and we look forward to having you back on the team.

Your return to work details are as follows:

- **Return Date:** [Date]
- **Report Time:** [Time]
- **Location:** [Department/Office Location]
- **Supervisor:** [Supervisor Name]

Your position, compensation, and benefits will remain the same as they were prior to the furlough, unless otherwise specified in your updated employment agreement. Please report to [Human Resources/Manager Name] upon arrival to complete any necessary re-boarding paperwork.

Please confirm your intent to return to work by [Deadline Date] by contacting [Contact Name] at [Phone Number/Email]. If you are unable to return on the specified date, please contact us immediately to discuss your status.

Welcome back,

Sincerely,

[Name]  
[Title]  
[Company Name]