

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

[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 officially recalled from furlough to return to your position as [Job Title]. This recall is being issued in accordance with the terms of the Collective Bargaining Agreement (CBA) between [Company Name] and [Union Name].

Your return-to-work details are as follows:

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

Your seniority, benefits, and rate of pay will be restored as outlined in the [Article/Section Number] of the current Union Contract. Please report to [Human Resources/Manager] upon arrival to complete any necessary return-to-work documentation.

In accordance with the CBA, you are required to confirm your intent to return to work by [Deadline Date/Time]. Please contact [Name] at [Phone Number/Email] to confirm your acceptance of this recall.

If you fail to report to work on the date specified or fail to contact us by the deadline, it may be considered a voluntary resignation of your employment, subject to the provisions of the Union Contract.

We look forward to having you back on the team.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

cc: [Union Representative Name/Union Local Number]