

[Company Name]
[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 officially recalled from your furlough status to return to work with [Company Name].

Your return-to-work details are as follows:

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

Upon your return, your previous compensation and benefits will be [restored/adjusted as follows: Details]. Please report to [Human Resources/Department Manager] on your first day to complete any necessary administrative updates.

Please confirm your acceptance of this recall and your ability to return on the date specified by signing below and returning this letter by [Deadline Date]. If you have any questions or require specific accommodations, please contact [Contact Name] at [Phone Number/Email].

We look forward to having you back on the team.

Sincerely,

[Signature]
[Name of Sender]
[Title]

Employee Acceptance:

I, [Employee Name], accept the recall to work and confirm I will report for duty on [Date].

Signature: _____ Date: _____