

[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 recalled from your furlough status. This letter serves as your formal notification to return to work.

Your return to work details are as follows:

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

Your compensation and benefits will be restored to [Previous Level / New Level] effective as of your start date. Please report to [Human Resources/Department Manager] upon arrival to complete any necessary administrative paperwork and to review current workplace safety protocols.

Please confirm your receipt of this letter and your intent to return by [Date/Time] by contacting [Contact Name] at [Phone Number] or [Email Address].

We look forward to having you back on the team.

Sincerely,

[Signature]
[Printed Name]
[Title]