

[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 your furlough period is ending, and we are officially inviting you to return to your position as [Job Title] with [Company Name].

Your reinstatement date is scheduled for [Start Date]. You will report to [Supervisor Name] at [Time].

Your terms of employment, including your base salary/wage of [Amount], seniority, and benefits, will remain the same as they were prior to the furlough, unless otherwise discussed. Please note the following details regarding your return:

- **Work Location:** [Office Address or Remote]
- **Work Schedule:** [Days and Hours]
- **Required Actions:** [e.g., Complete safety training, update payroll forms, or bring ID]

Please confirm your intent to return to work by signing this letter and returning it to [Department/Contact Person] by [Deadline Date].

We look forward to having you back on the team.

Sincerely,

[Your Name]
[Your Title]

Employee Acceptance:

I accept the reinstatement of my employment under the terms outlined above.

Signature: _____ Date: _____