

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

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

Subject: Notification of Reinstatement and Phased Return to Work

Dear [Employee Name],

We are pleased to inform you that your period of furlough is coming to an end. We are ready to begin the process of reinstating you to your position as [Job Title], effective [Reinstatement Date].

To ensure a smooth transition and prioritize workplace safety, the company is implementing a phased return-to-work schedule. Your specific schedule for the initial phase will be as follows:

- **Phase Start Date:** [Date]
- **Working Days:** [List Days, e.g., Monday, Wednesday, Friday]
- **Working Hours:** [Start Time] to [End Time]
- **Location:** [Office/Remote/Hybrid details]

During this phased period, your salary and benefits will be [prorated based on hours worked / maintained at full rate]. We anticipate that these hours will gradually increase until you return to your full-time schedule on [Expected Full Return Date, if known].

Please report to [Manager Name] upon your return. We will conduct a brief orientation to update you on new health and safety protocols and any operational changes that occurred during your absence.

Please sign and return a copy of this letter by [Deadline Date] to confirm your acceptance of these terms. If you have any questions or require specific accommodations, please contact [HR Contact Name] at [Phone/Email].

We look forward to having you back on the team.

Sincerely,

[Sender Name]
[Sender Title]

Employee Acceptance:

I accept the terms of my phased reinstatement as outlined above.

Signature: _____ Date: _____