

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Notice of Reinstatement and Modified Terms of Employment**

Dear [Employee Name],

We are pleased to inform you that your period of furlough is ending. We would like to invite you to return to your position as [Job Title] effective [Start Date].

As discussed, due to current business requirements, your reinstatement is subject to modified terms of employment. Please review the following changes to your previous contract:

- **New Salary/Wage:** [Insert Amount] per [Hour/Month/Year]
- **Revised Work Schedule:** [Insert Days/Hours, e.g., 30 hours per week]
- **Duration:** [Insert if Temporary or Permanent]
- **Reporting To:** [Manager Name]

All other terms and conditions of your employment agreement not mentioned above remain in effect. Your original start date with the company will be honored for the purposes of seniority and benefit eligibility.

To accept this offer of reinstatement under these modified terms, please sign and return this letter by [Deadline Date].

We look forward to having you back on the team.

Sincerely,

[Name]

[Title]

[Company Name]

---

**Employee Acceptance:**

I accept the reinstatement and the modified terms of employment as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_