

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

[Date]

[Executive Name]
[Home Address]
[City, State, Zip Code]

Subject: Notice of Reinstatement

Dear [Executive Name],

We are pleased to formally invite you to return to your position as [Executive Job Title] at [Company Name], effective [Start Date]. This letter confirms the end of your furlough period and your reinstatement as a full-time executive member of the organization.

As of your return date, your annual base salary will be [Amount], and you will report directly to [Supervisor Name/Board of Directors]. Your original seniority date of [Original Hire Date] remains unchanged for the purposes of benefits accrual and service recognition.

All executive benefits, including [Health Insurance, Retirement Plans, and Executive Incentive Programs], will be fully restored effective [Date]. Please note the following regarding your return:

- **Onboarding Briefing:** A meeting is scheduled for [Time] on [Date] to review updated strategic objectives.
- **Equipment:** Please ensure all company-issued devices are updated and ready for use upon your return.
- **Accrued Leave:** [Details regarding vacation/PTO adjustments if applicable].

Please sign and return a copy of this letter by [Deadline Date] to indicate your acceptance of this reinstatement. We look forward to your leadership as we move into this next phase of company growth.

Sincerely,

[Name]
[Title/Board Representative]
[Company Name]

Acceptance:

I, [Executive Name], accept the reinstatement of my position as [Executive Job Title] under the terms outlined above.

Signature: _____ Date: _____