

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

[Date]

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

Subject: Reinstatement of Employment - Part-Time Basis

Dear [Employee Name],

We are pleased to inform you that we are ending your furlough and inviting you to return to work at [Company Name]. Due to current operational needs, we are offering you reinstatement on a part-time basis.

**Effective Date:** [Start Date]  
**Job Title:** [Job Title]  
**Department:** [Department Name]  
**Reporting Manager:** [Manager Name]

**Work Schedule and Compensation:**

In this part-time role, your schedule will consist of [Number] hours per week. Your rate of pay will be \$[Amount] per [Hour/Month]. Please note that your eligibility for company benefits may change based on your part-time status. You will receive a summary of benefits coverage shortly.

**Return Procedures:**

On your first day back, please report to [Location/Department] at [Time]. You will be required to [mention any specific tasks, such as completing new tax forms or safety training].

Please confirm your acceptance of this reinstatement offer by signing below and returning this letter by [Deadline Date].

We look forward to having you back on the team.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]

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**Employee Acceptance:**

I accept the offer of part-time reinstatement under the terms described above.

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