

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

[Date]

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

Subject: Reinstatement of Employment and Remote Work Agreement

Dear [Employee Name],

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

As part of our updated operational policy, your role has been designated for remote work. This means you will perform your duties from your home office rather than the company's physical location. Your compensation, seniority, and benefits will be restored to their pre-furlough status, subject to the terms of the company's current benefit plans.

Employment Terms:

- **Effective Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Salary/Wages:** [Amount] per [Pay Period]
- **Work Schedule:** [Days/Hours of Work]

Remote Work Requirements:

You are expected to maintain a dedicated workspace with a reliable internet connection. The company will provide [List equipment provided, e.g., laptop, monitor]. Please review and sign the attached Remote Work Policy, which outlines expectations regarding communication, data security, and performance standards while working from home.

To accept this reinstatement, please sign and return this letter and the attached policy by [Deadline Date].

We are excited to have you back on the team and look forward to your contributions.

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment:

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

Signature: _____ Date: _____