

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your furlough period is ending, and we are officially inviting you to return to work. Your reinstatement is effective as of [Start Date].

Your return to work details are as follows:

- **Job Title:** [Job Title]
- **Department:** [Department]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Schedule/Hours]
- **Reporting Location:** [Office Location/Remote]

Your compensation and benefits will be reinstated as follows: [Detail salary and any benefit adjustments if applicable]. Your seniority and years of service with the company remain unaffected by the furlough period.

Please report to [Location/Manager] at [Time] on [Start Date]. If you have any questions regarding your return or need to discuss any workplace safety protocols currently in place, please contact [HR Contact Name] at [Phone Number/Email].

We have missed your contributions and are very happy to have you back on the team.

Sincerely,

[Signature]

[Name of Sender]

[Title of Sender]