

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Notification of Salary Adjustment Post-Furlough**

Dear [Employee Name],

We are pleased to formally confirm your reinstatement to full-time status following your recent furlough period, effective [Date].

As part of our commitment to stabilizing our operations and recognizing your continued value to the team, we are adjusting your compensation. Effective [Date], your new annual base salary will be [Amount], which will be paid in [Monthly/Bi-weekly] installments of [Amount].

Please note that all other terms and conditions of your employment contract remain in effect. Your benefits and seniority status will continue as per company policy.

We appreciate your patience and dedication during the furlough period. We are excited to have you back at full capacity as we move forward.

Please sign and return a copy of this letter to the HR department by [Date] to acknowledge your acceptance of these terms.

Sincerely,

[Manager Name]  
[Title]

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**Acknowledgment:**

I, [Employee Name], accept the salary adjustment as outlined above.

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