

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

[Date]

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

Subject: Reinstatement and Departmental Transfer Notice

Dear [Employee Name],

We are pleased to inform you that we are ending your furlough and reinstating your employment with [Company Name], effective [Date of Return].

As discussed, your reinstatement involves a transfer to a new department. Please find the details of your new assignment below:

- **New Department:** [Name of New Department]
- **New Position Title:** [New Job Title]
- **Reporting Supervisor:** [Name of Supervisor]
- **Work Schedule:** [Days and Hours]
- **Compensation:** [Salary/Hourly Rate]

All other terms and conditions of your employment contract, including your original seniority date and accrued benefits, will remain in effect unless otherwise specified. Please report to [Location/Office Number] at [Time] on your first day to begin your orientation for this new role.

Please sign and return a copy of this letter by [Deadline Date] to confirm your acceptance of this transfer and your return to work.

We look forward to having you back on the team.

Sincerely,

[Sender Name]
[Sender Title]
[Department Name]

Employee Acceptance:

I accept the reinstatement and departmental transfer as outlined above.

Signature: _____ Date: _____