

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Reinstatement to Temporary Role

Dear [Employee Name],

We are pleased to inform you that your period of furlough is ending. We are inviting you to return to work with [Company Name] in a temporary capacity effective [Start Date].

Please review the details of your temporary reinstatement below:

- **Position:** [Job Title]
- **Reporting Manager:** [Manager Name]
- **Temporary Duration:** This role is expected to last until [End Date/Expected Duration], though this may change based on business needs.
- **Compensation:** [Amount] per [Hour/Month]
- **Work Location:** [Office Address/Remote]
- **Work Schedule:** [Days and Hours]

While this is a temporary assignment, your original employment start date with the company will remain unchanged for the purposes of calculating continuous service. All other terms and conditions of your original employment contract that are not modified by this letter remain in effect.

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

We look forward to welcoming you back to the team.

Sincerely,

[Your Name/HR Representative Name]

[Title]

[Company Name]

Employee Acceptance:

I accept the temporary reinstatement under the terms outlined above.

Signature: _____ Date: _____