

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

[Date]

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

**Subject: Notice of Reinstatement**

Dear [Employee Name],

We are pleased to inform you that your furlough period is ending, and we are formally inviting you to return to your position as [Job Title] at [Company Name].

Your reinstatement is effective on [Start Date]. Please report to [Location/Department] at [Time] to meet with [Manager Name].

Regarding your return:

- **Compensation:** Your salary/hourly rate will be [Amount] per [Pay Period].
- **Benefits:** Your benefits, including [Health Insurance/Retirement/Accrued PTO], will be [restored/continued] as of [Date].
- **Seniority:** Your original hire date will remain unchanged for seniority purposes.

Please confirm your intent to return to work by [Deadline Date] by contacting [Name/HR Department] at [Email Address/Phone Number].

We look forward to having you back on the team. If you have any questions regarding your return or any updated workplace protocols, please do not hesitate to reach out.

Sincerely,

[Signature]  
[Sender Name]  
[Title]