

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

[Date]

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

Subject: Notice of Immediate Recall from Furlough

Dear [Employee Name],

We are pleased to inform you that you are being officially recalled from your furlough status, effective [Date of Reinstatement]. We look forward to having you return to your position as [Job Title].

Please report to [Location/Department] at [Time] on your effective start date. You will report directly to [Supervisor Name].

Your employment terms, including your base salary/hourly rate of [Amount] and your seniority date, will remain as they were prior to the furlough period. Your benefits will be reinstated as follows: [Briefly mention benefit status, e.g., "All health and dental coverage will resume immediately"].

Upon your return, you will be required to [mention any immediate requirements, e.g., "complete a brief orientation" or "sign a return-to-work acknowledgment"].

Please confirm your receipt of this notice and your intent to return by signing below and returning this letter by [Deadline Date], or by contacting [HR Name/Department] at [Phone Number/Email].

Welcome back to the team. We look forward to your return.

Sincerely,

[Sender Name]
[Sender Title]

Employee Acknowledgment:

I, [Employee Name], accept the recall to my position and will report to work on the date specified above.

Signature: _____ Date: _____