**[Company Logo]**

[Date]

RECALLING FURLOUGHED EMPLOYEE

Dear [Employee],

Now that business is beginning to resume, we are beginning to bring back staff that had to be furloughed, due to the COVID-19 pandemic.

This offer letter supersedes any previous offer letter or terms of employment.

Here are your employment details:

* Job title
* Your supervisor will be [INSERT NAME]
* [INSERT OVERVIEW OF RESPONSIBILITIES]
* [INSERT SALARY INFO]
* [INSERT EMPLOYMENT CLASSIFICATION]
* [INSERT EMPLOMENT AT-WILL INFO]

As such we are requesting that you accept or decline our offer to return to work by [INSERT DATE HERE]. Should we not receive a response by this date, we will assume you have declined the offer to return to employment

[INCLUDE ANY INFORMATION ABOUT ADDITIONAL SAFETY MEASURES TAKEN BY THE FIRM].

Please contact [INSERT CONTACT NAME] at [INSERT CONTACT PHONE] with any questions. Thank you in advance and we look forward to seeing you soon.

Sincerely,

[SIGNATURE]

[Insert first name] [Insert last name]

[Insert company name]

[Insert address]

[Insert city, state zip]

☐ I accept the terms of this recall letter and will return to work

☐ I decline recall and request termination of my employment

Name: Date:

Signature: