

<<COMPANY LETTERHEAD>>

Date: _____

<<EMPLOYEE NAME>>

<<EMPLOYEE ADDRESS>>

Re: Recall and Reinstatement to Work

Dear _____:

As you know, <<COMPANY NAME>> (“the Company”) was forced to make drastic changes to its workforce in response to the COVID-19 pandemic. Although we continue to work through an economic slowdown, this letter shall serve as notice of your reinstatement to the position of _____. The Company expects you to report to work on _____, 2020.

You acknowledge that, unless expressly changed in a writing signed and approved by the Company, the same policies shall remain in effect as those in place immediately prior to your furlough/temporary lay-off. This includes, but not is limited to Company policy governing your employment “at-will” relationship, which means that you or the Company may terminate your employment for any reason, at any time, without prior notice. Be advised that any refusal to return to work may impact your eligibility for unemployment or other benefits.

Finally, the Company has taken specific actions to protect employees and customers by, among other things, instituting social distancing protocols, cleaning/disinfecting all common areas and offices, and requiring any employees who are sick to stay home. Please contact me directly if you have any questions or concerns about returning to work.

We thank you for your continued patience, understanding, and support. Your signature below signifies your agreement and acceptance of your reinstatement.

Sincerely,

[NAME, POSITION]

[CONTACT PHONE NUMBER]

Accepted by:

Print Employee Name: _____

Employee Signature: _____

Date: _____