[Date]

[Name]
[Street]
[City, State, ZIP]

Dear [Employee name],

I hope this notice finds you safe and well during this unprecedented time. We are pleased to announce [Company name] has begun employment recall procedures.

I am pleased to notify you that [Company name] once again has work available and would like to recall you back. We would like you to resume work on [date].

We’re committed to doing everything we can to maintain a safe and healthy workplace. We are relying heavily on CDC and local health department information in establishing safe working conditions and will continue to make our best efforts to keep the workplace safe.

If you are receiving this as a paper document, we have included two copies, so you have one for your records. You must contact [name of supervisor or HR department] no later than [date] to confirm your receipt of this notice and your intention to return to work. If this letter is not signed and returned by [date], we will assume you are turning down this offer to return to work and are voluntarily resigning your position. Should you not report to work on the day and time indicated above, we will consider that action as a refusal of recall and job abandonment.

You may contact me if you have any questions or concerns about our current safety procedures or your personal safety, or if you need any type of assistance to be able to return to work.

Sincerely,

[Company representative signature]

[Name]

Check one box below. This can be done by clicking in the box within the Word document if you are reviewing and returning this offer letter electronically:

[ ]  I accept the terms of this recall letter and will return to work.

[ ]  I decline recall and am voluntarily resigning effective immediately.

(If signing electronically, type your full name followed by “e-signed.”)

**Signature:**

**Name (print):**  **Date:**