

Notice of Recall

[Date]

[Employee name]

[Employee last known address]

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.

Our records indicate you were [furloughed/laid off] on [date], at which time [Company Name] did not have work available for you. You were notified your position was subject to recall should work become available.

I am pleased to notify you that your position of [name of position] has been reinstated, and this is your official recall notice. Please report to work on [date] at [time] and report directly to [name of supervisor or HR department].

Should you accept this offer of recall, the terms of your employment will be as follows:

Job Title:

Supervisor:

Annual Salary or Hourly Wage:

Frequency of Payments (weekly, biweekly, semi-monthly, or monthly):

Employment Classification (exempt or non-exempt):

Employment is at-will, which means you are not guaranteed employment for any period, and either the company or you can end the relationship at any time; with or without notice, and with or without cause.

[OPTIONAL]: Your benefits will be reinstated without condition, and your previously accrued but unused paid time off benefits will be available upon your return.

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 you do not report to work on the day and time indicated above, it will be considered as a refusal of recall and your voluntary resignation.

Please do not hesitate to contact [name of contact] with any questions you may have regarding this notice. We look forward to working with you again!

Sincerely,

[HR Dept. contact]

[Contact phone number/e-mail]