

RECALL TO WORK LETTER

____ [Sender's Name]
____ [Sender's Title]
____ [Company Name]

____, ____, ____ [Company Address]
____ [Company Phone Number]
____ [Company Contact Email]

____, 20____

____ [Employee Name]

____, ____, ____ [Employee Address]

RE: Recall to Work for _____ **[Employee Name]**

Dear _____ [Employee Name],

We hope this letter finds you in good health and high spirits. In light of the recent improvements in our business operations, we are pleased to inform you that we are in a position to recall you to work at _____ [Company Name]. We believe that your skills and experience are valuable assets to our team, and we are looking forward to your return.

Please note the following details regarding your recall to work:

- **Position:** You are being recalled to your previous position as _____ [Employee's Job Title] on a ☐ full time ☐ part time basis.
- **Work Schedule:** Your work schedule will be _____ [Days of the Week and Hours of Work].
- **Date of Recall:** Your expected start date is _____ [Date of Recall]. Please report to _____ [Supervisor's Name] on this date.
- **Salary and Benefits:** Your salary will be restored to your previous rate of \$ _____ [Salary Amount] per _____ [hour/week/month/year]. Your benefits, including health insurance, retirement plan, and paid time off, will be reinstated as per the company policy.

Please confirm your acceptance of this recall to work offer by _____ [Date], by contacting _____ [Supervisor's Name] via email at _____



[Supervisor's Email] or by phone at _____ [Supervisor's Phone Number]. If we do not hear from you by the specified date, we will assume that you are no longer interested in returning to work at _____ [Company Name], and your position may be filled by another candidate.

We understand that the circumstances surrounding the need for your temporary layoff were challenging, and we appreciate your patience and understanding during this time. We are confident that together, we can continue to achieve success and maintain the high standards that _____ [Company Name] is known for.

Should you have any questions or concerns regarding your recall to work, please feel free to contact _____ [Supervisor's Name] or the Human Resources Department. We are more than happy to assist you.

Thank you for your continued dedication to _____ [Company Name], and we eagerly await your return.

Sincerely,

[Sender Name]
[Sender Job Title]
[Company Name]

