[Date]

[EMPLOYEE NAME]  
[ADDRESS]

Via Electronic Mail and U.S Mail

**Re: Notice of Recall from Temporary Furlough Due to COVID-19**

Dear [Employee Name]:

[Company Name] has reviewed applicable federal, state, and local orders and guidance and has determined it is permitted to resume operations. As a result, we are writing to inform you that you have been selected for recall from your temporary furlough status. We appreciate your patience and loyalty during these difficult times and want to assure you that the company is committed to maintaining a safe and healthy workplace.

[**Insert or attach safety letter and any applicable workplace safety policies or protocols**].

Your work will resume effective [Date]. Prior to that date, please contact [Contact Name] on or before [Date], to confirm your ability to return to work.

[**If employee indicates that they cannot return for a protected reason, they may be eligible for state or local paid sick leave, leave under the federal Families First Coronavirus Response Act, the Americans with Disabilities Act or other applicable laws.]**

If we do not hear from you or you do not report to work within [XX] days of the return date [pursuant to company policy], we will consider your silence and failure to report to work a voluntary resignation.

**[If there is a change in rate of pay, check state change in pay notice requirements.]**

Assuming you can and do return on [Date], you will resume your employment under the same terms and conditions as when you left your furlough status:

Rate of Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PTO Balance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next Scheduled Payroll Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your employment continues to be at-will meaning you or the company can end the employment relationship at any time and for any reason. Nothing in this notice or other communications is intended as an express or implied contract. Likewise, you are reminded that your employment continues to be subject to all company policies.

The actions the company continues to take during this unprecedented time are based on the best information currently available and we are currently monitoring the situation and will inform you of any other changes if needed. We very much appreciate all your contributions to the organization.

Please contact [Contact Name] with any questions or if you need additional information. We look forward to having you back.

Best Regards,

[Company Name]