[Date]

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

Dear [Employee name],

[As we have discussed,/On behalf of] [Company name], I am pleased to notify you that we have elected to recall you from furlough and offer you back [your previous position/the following position].

In order to avoid any confusion, we are presenting you with this revised offer letter that supersedes any previous offer letters.

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

Title: [Job Title]

Responsibilities will include but not limited to: [Responsibilities]

Reports to: [Name, Title]

Monthly Salary or Hourly Wage: $[amount]

Employment Classification: [Full-time/Part-time] and [Exempt/Nonexempt]

Your seniority will not be affected by this brief furlough period, and your benefits will be restored without condition. Your accrued [vacation/paid time off and sick leave] will also be available at the previous balance upon your return.

[If layoff involving separation of employment: Because the company paid out all of your accrued, unused vacation/paid time off, your vacation/paid time off accruals will begin anew. However, your previous unused paid sick leave balance will be restored.]

You should note that the Company may modify job titles, pay, and benefits from time to time as it deems necessary.

The Company looks forward to a continuing beneficial and productive relationship. Nevertheless, you should be aware that your employment with the Company is for no specified period and constitutes at‑will employment. As a result, you are free to resign at any time, for any reason or for no reason. Similarly, the Company is free to conclude its employment relationship with you at any time, with or without cause, and with or without notice. We request that, in the event of resignation, you give the Company at least two weeks’ notice.

As a Company employee, you will be expected to abide by the Company’s rules and standards. Specifically, you will be required to sign an acknowledgment that you have read and that you understand the Company’s rules of conduct, which are included in the Company Handbook, if you have not already done so.

To confirm receipt of the Company’s recall offer letter, please sign and date this letter in the space provided below. A duplicate original is enclosed for your records. This letter, along with any agreements relating to proprietary rights between you and the Company, set forth the terms of your employment with the Company and supersede any prior representations or agreements including, but not limited to, any representations made during your recruitment, interviews, pre‑employment negotiations, or previous offer letters, whether written or oral. This letter, including, but not limited to, its at‑will employment provision, may not be modified or amended except by a written agreement signed by the President of the Company and you. Please return this recall offer letter by [due date] should you wish to accept this offer.

Sincerely,

[Company Representative Signature]

[Name]

I accept/decline (please circle one) [Company’s] recall offer of employment. I understand that my employment with [Company] is considered “at will,” meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_