

Dear \_\_\_\_\_,

April 30, 2020

I am pleased to notify you that [company name] will be transitioning back to full time work schedules. This letter is formal notice of the offer to recall you from [furlough/layoff] and offer you back your previous position. Call back date is [date].

[Training on safety & wellness measures can be discussed here] It is important that social distancing and other safety measures be implemented during lunches and breaks, also during this phase of the transition back to work.

Your seniority will not be affected by this brief [furlough/layoff] and any benefits you had before the [furlough/layoff] will remain in place. Until we can assess our staffing needs, requests for time off (paid or unpaid) will be approved on a limited basis. Because we are still operating under COVID-19 protocols, if you need time off because you or your child is ill, we will require a doctor's note upon return to work.

We are committed to doing everything we can to ensure a safe and healthy workplace. We have been released to [open/operate] by an [agency or government authority]. We are also relying heavily the Health Department 's information to maintain safe working conditions and will continue to make our best efforts to keep you and our [customers/patients/client] safe.

To accept the offer to be recalled to work, please return a signed and dated copy of this letter to [name], contact info] by [date]. If you decline the offer to return to work, as of [date of recall], you will no longer be eligible for unemployment benefits. Also, if you do not return to work, [company name] reserves the right to fill your position in your absence.

You may contact me if you have any questions or concerns.

Sincerely,

Check one box below

I accept the terms of this recall letter and will return to training and work as described above.

I decline recall and understand I am no longer eligible for unemployment benefits as of [date] and that my position may be filled in my absence.

Signature: \_\_\_\_\_ Date \_\_\_\_\_