[Date]

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

Dear [Employee name],

I am pleased to inform you (COMPANY NAME) has work available and would like to recall you from furlough/layoff and request you to return to your position effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

We are committed to doing everything we can to maintain a safe and healthy workplace. [Spell out the safety methods the company has put in place (e.g., scheduled handwashing, frequent disinfection of surfaces, social distancing rules, reduced customer capacity, staggered shifts, or more extreme measures if warranted by your industry)]. We are relying heavily on CDC and local health department information in establishing safe working conditions and will continue to make our best efforts to keep the workplace safe.

Please return a signed and dated copy of this letter by [due date]. If this letter is not signed and returned by (Date), it will be determined you are resigning from your position and subsequently your employment with the Company will be terminated effective (Date). **Please note your unemployment benefits may be affected by declining to return to your position.**

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[Company representative signature]

[Name]

I accept the terms of this recall letter and will return to work

I decline recall and request resignation terminating my employment

**Signature:**

(If signing electronically, type your full name followed by “e-signed.”)

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