

Notice of Recall

[Date]

[Employee name]

[Employee last known address]

Dear [Employee name],

I hope this notice finds you safe and well during this unprecedented time. We are pleased to announce [Company name] has begun employment recall procedures.

Our records indicate you were [furloughed/laid off] on [date] at which time we had no work available for you. You were notified your position was subject to recall should work become available and that you were to notify [Company name] for up to one year of any change of address for recall notification purposes. As of today, we have not received any such notification.

I am pleased to notify you your position of [name of position] is now available, and this is your official recall notice. Please report to work on [date] at [time] and report directly to [name of supervisor or HR department].

Your pay and benefits eligibility will [stay the same or be changed to _____].

You must contact [name of supervisor or HR department] no later than [date] to confirm your receipt of this notice and your intention to return to work.

Should you not report to work on the day and time indicated above, we will consider that action as a refusal of recall and job abandonment.

Please do not hesitate to contact [name of contact] with any questions you may have regarding this notice. We look forward to working with you again!

Sincerely,

[HR Dept. contact]

[Contact phone number/e-mail]