

[Date]

Dear **[Employee name]**,

I hope this letter finds you safe and well. I am pleased to announce that **[Employer name]** is back in operational status. We have begun employment recall procedures.

You were laid off on **[date]**, because in accordance with the Governor's "Stay Home, Stay Safe" Executive Order, we had no work available for you at that time. I notified you that I would revisit our financial and operational situation and contact you when work became available.

Since that time, the federal government has made disaster funding available to many employers around the country as a means to employ workers and relieve the overwhelming burden on our unemployment system. **[Employer name]** is a fortunate recipient of this funding.

I am pleased to notify you your position is now available, and this is your official recall notice. Please report to work on **[date]** at **[time]** and make contact with **[name of supervisor]**. Your pay and benefits eligibility will resume at the same level they were before layoff **[OR]** **[will be changed to _____]**.

Before that date, please contact **[name of supervisor]** no later than **[date]** to confirm your receipt of this notice and your intention to return to work.

Your work setting will be **[in person at the office. Rest assured, we are mindful of the latest CDC guidance for workplaces, and have taken all reasonable measures, including the provision of masks and gloves, to make safety a priority.] [OR] [working remotely from home.]** When you contact **[name of supervisor]** in response to this notice, you will be given additional information about your work.

If you do not report to work on the day and time indicated above, and you have not made other pre-approved arrangements with **[name of supervisor]** (e.g., leave for illness), we will treat the refusal of this recall as a "voluntary quit" in our personnel records.

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

Sincerely,

[Contact phone number/e-mail]