

Notice of Reinstatement of Employment

Date:

To:

Employee Name:

Position:

Department:

Dear ,

We are pleased to inform you that your employment with (Company Name) has been reinstated effective . Please report to your department at (time) on your reinstatement date.

Your position, salary, and employment terms will remain as previously stated unless indicated otherwise by the attached documentation. Kindly contact the Human Resources Department for any questions or clarifications.

We welcome you back and look forward to your continued contributions.

Sincerely,

(Authorized Signatory)

(Title/Position)

(Company Name)