**SAMPLE RECALL FROM FURLOUGH LETTER**

**LETTERHEAD OF PARISH/SCHOOL**

**[Date]**

**[Name]**

**[Address]**

Dear **[Employee name**],

I am pleased to notify you that **[location name]** once again has work available and would like to recall you from furlough. We would like you to resume work on **[date]** in your previously held position of **(title).**

We are committed to doing everything we can to maintain a safe and healthy workplace. We rely heavily on the recommendations from the CDC, OSHA and our local health department in establishing and maintaining safe working conditions.

To accept the position offered above and be recalled to work, please return a signed and dated copy of this letter by **[due date]**. If you are receiving this as a paper document, we have included two copies, so you have one for your records. If this letter is not signed and returned by the due date, we will assume you are turning down this offer to return to work and your employment with **[location name]** will be terminated due to a voluntary separation from employment.

Please do not hesitate to contact me with any questions regarding this notification.

Sincerely,

[**Name]**

**[Title]**

**[Location]**

Check one box below:

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

☐ I decline recall and request termination of my employment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date