May 8, 2020

EE Name:

EE Address:

Or Delivered Via Email: EE Email Address:

Dear [**Employee Name**],

As you know, a result of the COVID19 (Coronavirus) we were forced to make unexpected adjustments to our workforce.

The good news is that we are now ready to bring you back to employment and are offering you reinstatement in your prior job as of [ fill in date here that they are reinstated]. You will be reinstated at the rate of pay which applied prior to your separation with the company unless a different rate of pay is indicated in this letter.

Please report to me that you are accepting reinstatement/rehire and will be ready to work as of the effective date above and do so via email at [insert company management email address] by no later than [date they need to get back to you].

Under some limited circumstances, we may reinstate you at your former rate of pay, however, will not need you to come to work until a later date. I will let you know if that is the case and then let you know when physically reporting for work is required.

If you are not accepting this offer of reinstatement/rehire, please let me know immediately by emailing me at: [manager email address] by no later than [date]. Please include in your email, the exact reason you are not accepting this offer. As an alternative, you can send me a letter to our corporate address stating that you will not be accepting the offer. Please include in your letter the exact reason you are not accepting the job offer and send the letter to arrive at our corporate office no later than [date letter must arrive at corporate office].

Our address:

Company Name

Atten: [name]

Address:

Please note that failure to accept a job will be grounds to lose entitlement to unemployment compensation payments. You must immediately notify the unemployment compensation division that you have been made a job offer in order to avoid overpayment of benefits that are no longer available.

We look forward to hearing from you right away regarding reinstatement/rehire and also to a return to some normalcy!

Take care and we will see you soon.

Signature

Phone

Email address

NOTES regarding employee return:

Date accepted: Date declined: Decline Reason: (attach ee correspondence)