COMPANY LETTERHEAD

Date  
  
Recalled Employee’s Name   
Street Address   
City, State, Zip

Re: Recall to Employment

Dear [Employee Name]:

As we have communicated to you by phone/voicemail, we are pleased to be able to recall you to employment with [Company] following a temporary layoff [furlough]. Effective \_\_\_\_\_\_\_\_\_, 2020, we have work available for you in the same position you held prior to being placed on temporary layoff [furlough]. Your manager will reach out to you to make arrangements for your return to work on that date.

The safety and health of our employees is a top priority. We are taking several efforts to reduce transmission of the virus among employees, sustain healthy business operations and maintain a healthy work environment. These include:

* Encouraging sick employees to stay home;
* Implementing flexible and supportive policies and practices;
* Establishing practices which support social distancing and use of appropriate PPE.
* Increasing ventilation, cleaning, and sanitizing in the workplace; and [Insert other specifics here].

Per [Company Name] policy, if you do not return on the effective date of recall, we will determine that you are no longer interested in employment with us and that you have voluntarily terminated your employment. If there are any personal circumstances which prevent you from returning to work on your date of recall, please contact me at [Phone and/or e-mail] so we can discuss your situation and appropriate next steps.

Please note that, as required by Alabama law, your name and other pertinent information have been provided to the Alabama Department of Labor’s New Hire Division, informing them that you have been recalled to available work, effective \_\_\_\_\_\_\_\_\_\_, 2020, at (Company name and address where employee is recalled to work).

One of the purposes of this law is to prevent continued payment of unemployment compensation benefits to individuals who have been called to return to available work but have declined or refused the offer without a good work-related reason. In such cases, the improper payments of unemployment benefits, as well as any possible over-issuance of food stamps, that are made for any week in which an individual has been recalled to work will be recouped from you by the Alabama Department of Labor, as applicable.

We look forward to seeing you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020 at [Company].

Sincerely,   
  
  
  
Name of Company Rep   
Position Title   
Company Name  
Address  
Phone  
Email