COMPANY LETTERHEAD

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

Re: Recall to Employment

Dear [Employee Name]:

This letter is to inform you that your name and other pertinent information has 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 the (Company Name and Address Where Employee is Actually Recalled to Work).

Pursuant to Ala. Code §25-11-5, all employers are required to report each recalled employee to the Alabama Department of Labor. The information must be furnished within seven days from the date of reemployment.

Overpayments of unemployment compensation and other forms of public assistance benefits made for any week in which you have been recalled to work may be subject to repayment to the appropriate government agencies as permitted by applicable law.

Please contact the undersigned, as soon as possible, but by no later than \_\_\_\_\_\_\_\_\_\_\_, 2020, to make prompt arrangements for your return to work.

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