OFFER OF EMPLOYMENT

[DATE]

Recalled Employee’s Name

Employee’s Address 1

Employee’s Address 2

Dear [NAME],

We are attempting to reach out to you again with an offer for you to return to work at [Company Name], located at [Company Address].

We are offering you to return in your previous position of [position title] and we will reinstate your employment as a [full-time/part-time] associate with your previous rate of pay of [$xx.xx] per hour. Your previous shift was [time – time] and we will do our best to honor the same schedule as you had previously, but as you know, shifts and hours are based on business demands and may vary.

If you are accepting this offer to return to work, please report to the [Company Name and Reporting Location] on [Day and Date] at [time]. You can go to the front desk and ask for [name of who employee should report to]. If you have any questions regarding this offer, you may call xxx-xxx-xxxx.

Sincerely,

[HR Representative Name]

[Title]

(mail certified / registered)