

[Company Letterhead]

[Date]

[Name of Executive/Officer]

[Address Line 1]

[Address Line 2]

**Subject: Confirmation of Reinstatement**

Dear [Name],

We are pleased to formally confirm your reinstatement to the position of [Job Title] at [Company Name], effective [Reinstatement Date].

Following a review by the Board of Directors, it has been resolved that you will resume all duties, authorities, and responsibilities associated with your office as outlined in the company bylaws and your previous employment agreement. Your tenure and seniority will be treated as continuous, and your compensation and benefits package will remain in full force as per your existing contract.

Please note the following details regarding your return:

- **Reporting Relationship:** You will continue to report to [Name/Title of Supervisor or Board].
- **Back Pay/Benefits:** [Detail any adjustments or back-pay arrangements, if applicable].
- **Special Instructions:** [Mention any specific handovers or meetings scheduled for the first day].

The Board of Directors looks forward to your continued leadership and contribution to the success of [Company Name].

Please sign and return the attached copy of this letter to acknowledge your acceptance of this reinstatement.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title, e.g., Chairman of the Board]

---

**Acknowledgment**

I, [Name of Executive/Officer], hereby accept the reinstatement to my position as [Job Title] under the terms stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_