

[Company Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Reinstatement

Dear [Employee Name],

We are pleased to formally notify you of your reinstatement to your position as [Job Title] at [Company Name], effective [Start Date].

Following a review of the circumstances surrounding your [leave of absence / suspension / termination], it has been determined that you are eligible to resume your duties. Your seniority, benefits, and previous rate of pay will be [restored in full / adjusted as follows: Specify changes if any].

Upon your return, please report to [Manager Name/Department] at [Time] on your effective start date. You will be required to [mention any specific requirements, e.g., attend an orientation, complete paperwork, or provide medical clearance].

We look forward to your return and your continued contributions to the team. If you have any questions regarding your return to work, please contact [HR Name/Contact Info] at your earliest convenience.

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

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment:

I, [Employee Name], accept the reinstatement as outlined in this letter.

Signature: _____ Date: _____