

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Subject: Acknowledgment of Signed Conditional Reinstatement Agreement

Dear [Employee Name],

This letter serves as formal acknowledgment that [Company Name] has received your signed Conditional Reinstatement Agreement dated [Date Signed].

By signing this agreement, you have accepted the terms and conditions required for your reinstatement to the position of [Job Title], effective [Reinstatement Date]. Please be advised that your continued employment is contingent upon your full compliance with all provisions outlined in the agreement, including:

- [Requirement 1, e.g., Satisfactory performance reviews]
- [Requirement 2, e.g., Adherence to attendance policies]
- [Requirement 3, e.g., Completion of specific training or programs]

Failure to meet these conditions or any violation of company policy during the conditional period ending on [End Date] may result in immediate termination of employment.

We look forward to your return and your commitment to meeting the expectations set forth in this agreement. A fully executed copy of the agreement is enclosed for your records.

If you have any questions regarding these terms, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

Enclosure: Executed Conditional Reinstatement Agreement