[DATE]

Dear [AFFECTED WORKER],

On [DATE OF LAYOFF] you were laid off from your position subject to recall. At that time there was no continuing work for you. In the written lay off letter provided; you were informed your position would be subject to recall should work become available.

We are pleased to notify you your position is again available, and this letter is our OFFICIAL NOTICE OF RECALL to you for that position. You are expected to return to work on [DATE/TIME] at [LOCATION]. Your rate of pay and hours of work will remain the same.

[COMPANY NAME] borrowed money under the federal government’s new Paycheck Protection Program which will help us pay you for the next eight weeks (SPECIFIC DATES) regardless of our ability to open our dining room. We hope to continue operating without another layoff, but we will re-evaluate operational & financial circumstances again on (RE-EVALUTION DATE).

Please contact [MANAGER] by calling or texting [CELL PHONE NUMBER] to confirm your return so that he/she may put you back on the schedule in [HOTSCHEDULES / 7SHIFTS / SCHEDULEFLY / ETC.]. Failure to return to work as stated above will be considered a refusal of recall and abandonment of your position as of that date.

If you have any further questions, please get in contact with [CONTACT NAME AND INFORMATION]. We look forward to your return to work!

Sincerely,

[SENDER NAME]

[SENDER TITLE]