**SAMPLE RECALL LETTER**

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

As you know, you furloughed/laid off on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ due to economic conditions caused by the impacts of the COVID-19 pandemic and related state and local health orders. In the written layoff notice previously provided, you were informed your position would be subject to recall should work become available as we had hoped the layoffs would only be temporary. Due to the availability of federal assistance to keep employees on the payroll, we have decided to recall certain employees that were the subject of a prior lay off or furlough.

We are pleased to notify you that you are being recalled to employment and this letter is our official notice of recall to you. You are requested to report for work no later than \_\_\_\_ a.m. on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We sincerely hope that economic conditions will permit the recall to last, but we are unable to guarantee anything at this point in time. You will be required to sign a Reinstatement Agreement as a condition of your recall that confirms that all prior terms and conditions of your employment still apply.

We would like to let you know that the dealership has a written COVID-19 prevention and response plan in place and is following the federal, state and local protocol and guidelines for reopening, including social distancing and other infection prevention measures, so that you can return to work.

Failure to return to work at the date and time listed will be considered a rejection of our offer to recall and reinstate your employment and, as a result, you will be removed from our recall list and will not be considered eligible for recall later. Failure to report for work based on this recall may also make you ineligible for unemployment benefits you may be receiving even if you do not return to work. Therefore, we urge you to take this recall notice seriously and notify us right away that you intend to return to work.

However, if you have any health condition, special susceptibility or other situation that you believe justifies you not returning at this time, we ask that you inform us of all of those reasons in writing immediately so that we may discuss the issues with you and see if an accommodation is warranted.

 If you have any questions please do not hesitate to contact me directly. We look forward to your return to work and our continued working relationship!

Very truly yours,