**TEMPLATE LETTER – NOTICE TO END FURLOUGH LEAVE – NO CHANGE TO SHIFT PATTERN**

Dear **[specify]**

**Notice to return to work**

I write further to my letter dated **[date]** confirming that you were to be placed on furlough leave effective from **[date]**.

**[Initially it was envisaged that your furlough leave would last until [date] however]** Due to a change in operational demand the business now has a need for employees to return to work.

**[Your role has been identified as one which is now required.]** Therefore**,** please accept this letter as notice that you will be required to return to work on **[date][[1]](#footnote-2)** on your usual shift pattern. From this date, your furlough leave terms will cease and your normal terms and conditions of employment leave will be reinstated.

We thank you for your co-operation during this challenging period and in the meantime, if you have any questions in respect of the above please do not hesitate to contact me on [specify no.].

Yours sincerely,

**[specify]**

1. With regards to what notice is reasonable we suggest at least 48 hours’ notice where employees are returning on their usual shift pattern and as long as 5 working days’ notice where there will be a change to usual shift patterns to allow employees to make arrangements. In some instances, you may need to be even more flexible, for example if employees require longer to make provision for childcare or caring responsibilities. [↑](#footnote-ref-2)