

SAMPLE LETTER OF RECALL
(Contract-class from which laid off)
Last Update: 1/09

(Date)

(Employee's Name and Address)

Dear (Employee's Name):

This letter is to inform you that your name has been referred from the recall list for the class of _____ . You are advised to report to _____ at (location, date, and time). It is important that you understand this offer of employment is contingent upon the ability to perform the essential functions of the position to which recalled.

Failure to accept the offered position, if you can perform the assigned essential functions of the position, within five days of receipt of this letter will negate any further right to recall.

If you have any questions, or if you need further information, please contact me.

Sincerely,

(Department Representative)

Complete and return this form to: _____

Department: _____ Telephone: _____

Address: _____

PLEASE CHECK (✓) ONE:

I will report to work on the date noted above.

I do not accept this position.

I understand that my name will be removed from the Recall List for all job classes as indicated above.

Employee's Signature

Date

c: DAS-HRE
Personnel file