Rehire Template Letter for Montana – for guidance only, delete this line before sending

\_\_\_\_\_\_\_, 2020

[1] [Name]

[Address]

[City], [State] [Zip Code]

[Email Address – if emailing, put email address in address box “Sending by email: abc@xyz.com]

Re: Notice of Rehire Offer

**[2]** Dear [First Name]:

**[3]** As [the Company] hoped we would be able to do when you were separated from employment back on [DATE] due to business conditions, we are sending you this job offer, subject to any conditions below.

**[4]** If you accept this offer, your return is scheduled to begin on [DATE] [so long as you successfully complete the Company’s post-offer, pre-hire screen procedures, which include [INSERT PROCEDURES]. When you return to employment on [DATE], your job title, department, schedule and pay will remain the same as it was before you were laid off. Assuming that you return to employment on that date, you will receive your first paycheck on [DATE].

**Employment Status**

**[5]** **Letting us know of your return**: Please indicate whether you accept this offer to return to employment on the date noted above by filling out the section at the end of this letter. If you do not return this letter with that section completed, or we do not otherwise hear from you by [DATE], we will assume you are not interested in returning to employment with the Company.

**[6]** **Your Benefits:** Upon your return to employment, the Company will discuss your options for benefits enrollment.

**[7] Unemployment Benefits**: The Company did not contest your application for unemployment benefits if you applied for unemployment benefits after you were laid off. However, as of your return to work date, you may no longer be eligible for such benefit as determined by the State.

**[8]** [INSERT AS APPLICABLE: As part of your rehire, you may be asked to sign [**insert**: any signed confidentiality, non-compete, non-solicitation agreement to be signed by the employee] and an acknowledgment of all Company policies including, but not limited to, policies regarding [**identify** any specific restrictive covenants or other policies you want employee to sign].

**[9] New Health and Safety Protocols:** As a result of the COVID-19 pandemic, the Company has implemented a number of new policies and protocols to help maintain a safe work environment and take special precautions related to COVID-19. This includes, but is not limited to, the following:

* [LIST ANY SPECIFIC POLICIES, RULES, ETC. – AS DESIRED OR REQUIRED]

When you return to employment, we will provide you with more detailed information on these new protocols.

**[10]** The actions the Company continues to take during this unprecedented time are based on the best information currently available and we are monitoring the situation and will inform you of any other changes if needed. We very much appreciate all of your contributions to the organization.

**[11]** If you have any questions or concerns regarding your return to employment or would like to request an accommodation, please contact [INSERT COMPANY CONTACT] to further discuss your concerns. We look forward to having you back.

Sincerely,

**[12]** [INSERT COMPANY CONTACT with telephone number and email address]

Please complete the below and return to [INSERT NAME] via mail [IN THE ENCLOSED ENVELOPE OR AT [INSERT ADDRESS]] or by scanning and emailing to [INSERT EMAIL ADDRESS].

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert your name):

\_\_\_\_I accept this offer of rehire and plan to return to employment on the date specified above.

\_\_\_ I do NOT accept this offer of rehire and do NOT plan to return to employment on the date specified above.

Please sign and date before returning

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Employee signature Date

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