

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address:
Address Line		Company
City, State Zip Code		Address Line 1
		Address Line 2
		City, State Zip Code

Re: Callback after Layoff

Dear :

We are conducting a callback following our layoff on {date}. If you would like to resume your previous position with the same salary and benefits, please contact me at {number}.

Sincerely,

N A M E