

Letter of Clarification on Returning Employee Terms

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We hope this message finds you well. We are writing to clarify the terms of your return to [Company Name] as [Position Title]. As per our recent discussions, the following points outline your employment terms:

- Start Date: [Insert Start Date]
- Salary: [Insert Salary] per annum
- Benefits: [Briefly describe benefits]
- Work Schedule: [Insert Work Schedule]
- Reporting To: [Insert Supervisor's Name]

Please review these terms carefully. If you agree, kindly sign and return the enclosed copy of this letter by [Insert Deadline]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your understanding, and we look forward to welcoming you back to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Enclosure: Copy of Letter for Signature