

[Date]

[Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

**EMPLOYEE RESTORATION NOTICE**

Dear [Employee's Name],

You were suspended from service as [designation] at [Business Name] vide letter dated \_\_\_\_\_ for the reasons enumerated therein. Pursuant to your suspension, an enquiry was also being held against you. However, the Enquiry Committee has now provided their final observations, and they have found you innocent. Since the charges against you have not been proven during the Enquiry, we are writing to inform you that your employment has been restored, effective immediately upon your receipt of this letter. Your initial Employment Contract is also hereby restored, and shall continue to subsist as it is.

You are requested to please contact Mr. \_\_\_\_\_ at your earliest so that he may make arrangement with you with respect to your taking charge of your office, as early as possible.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]