Your Name

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

It is documented to inform you that your suspension from work has been officially lifted. The Max Facto Mattress Brand will continue their project with our company under the same official agreement. The issue with them has been resolved on good terms and the contract [Name, Order No] from which you have been suspended has resumed on 20th of this month.

Therefore, as a senior engineer of this project you are directed to recommence your duties from 23rd June. Mr. John will explain you all the technical details and additional procedures added to the contract. There are little amendments made in the project which you should be aware of. You may visit the team lead from 9:00 am to 12:00 pm tomorrow for further assistance. We want to proceed with this project as soon as possible.

Sincerely,

Your Name