Name

Address

Date

Dear

Re: Request for re-employment

Whilst I appreciate that your current situation must be causing you some distress, you were dismissed from your post on DATE on the grounds of INSERT REASON FOR DISMISSAL.

I have carefully considered your request to be rehired and placed on furlough. Unfortunately, the company are not in a position to be able to re-hire you because INSERT REASON.

I am very sorry you have found yourself in such a difficult situation, I know you are not alone in this, many people will be affected in the same way. I can only suggest that you take a look at the benefits and other help that may be available to you.

Yours sincerely

Name

Position