**Employee Reinstatement Form**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | | |
| Employee ID |  | Department |  |
| Designation |  | Date of Joining (Original) |  |
| Date of Reinstatement |  | Supervisor / Reporting Manager |  |

**Section 2: Reason for Reinstatement**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ End of Suspension | ☐ Re-employment after Layoff | ☐ Return from Long Leave | ☐ Return after Resignation Withdrawal |
| ☐ Other (Specify): |  | | |
| **Brief Explanation:** | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

**Section 3: HR and Administrative Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Employment Status | ☐ Permanent ☐ Contract ☐ Probation | Reinstatement Type | ☐ Same Position ☐ New Position |
| New Position (if applicable) |  | Effective Date of Reinstatement |  |
| Updated Employee Grade / Level |  | Updated Salary / Pay Scale |  |
| Work Location |  |  |  |

**Section 4: Clearance and Approvals**

|  |  |  |
| --- | --- | --- |
| **Department** | **Clearance Received** | **Signature / Date** |
| HR Department | ☐ Yes ☐ No |  |
| Finance Department | ☐ Yes ☐ No |  |
| Department Head | ☐ Yes ☐ No |  |
| IT / Admin | ☐ Yes ☐ No |  |

**Section 5: Employee Declaration**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, acknowledge that I have been officially reinstated as of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, under the terms and conditions specified by the organization. I agree to resume my duties and responsibilities accordingly.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 6: HR Authorization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized By** | **Designation** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |

**Section 7: For HR Office Use Only**

|  |  |  |
| --- | --- | --- |
| **Record Updated In** | **Date** | **Verified By** |
| Payroll System |  |  |
| Attendance System |  |  |
| Employee File |  |  |