

## Sample Letter to Employer Stating Desire to Be Recalled

Name of Director of HR or General Manager

Name of Hotel or other Employer

Address of Hotel or other Employer

Date

Dear Mr./Ms. \_\_\_\_\_,

As you are aware, the City of Baltimore passed the COVID 19 Laid Off Employees Right to Recall Act in December of 2020, giving workers laid off due to the COVID 19 pandemic the right to be recalled to their former jobs as business returns. This law requires you to rehire laid-off workers in the order of seniority. You must recall us for any position that is the same or similar to our positions before layoff.

I would like to inform you that I am available and willing to be recalled. Prior to the pandemic I worked in the following position/ positions: \_\_\_\_\_.

In addition, I am qualified to work and willing to be recalled to the following positions: \_\_\_\_\_.

I can be contacted at:

Phone:

Email:

Mailing Address:

Please contact me by \_\_\_\_\_ (insert date 10 days after the day you are sending the letter) to confirm that I am on your list and will be recalled when work is available.

Sincerely,

Signature

Print Full Name