

# Manager Letter Template

## Labour Service Recall Notice

Last revised: August 2021  
Last reviewed: June 2017  
Next review: June 2018

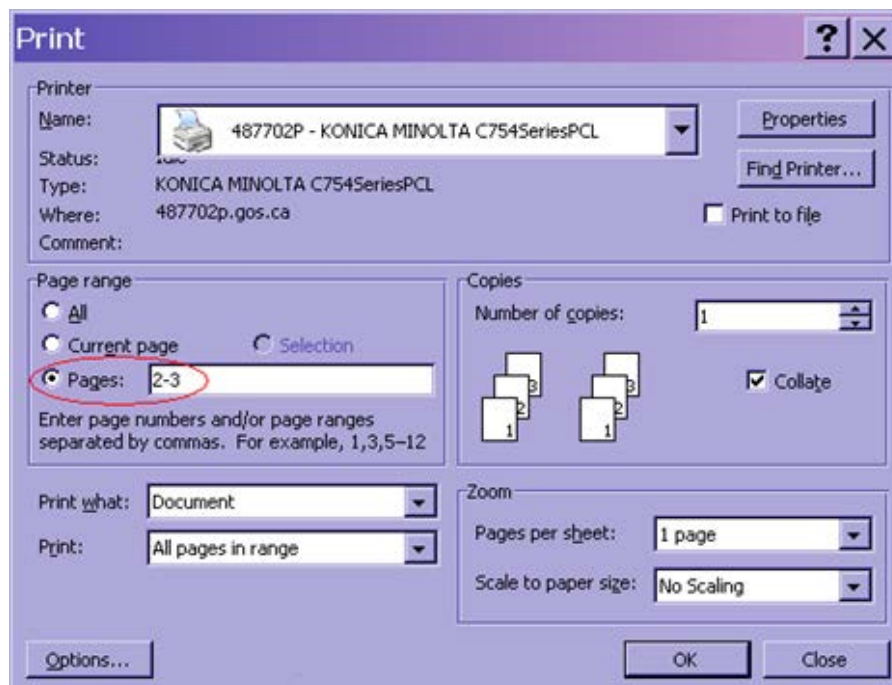
[Division, Ministry]

*This template should be used by managers when submitting a Labour Service Seasonal Recall Notice.*

### ***Instructions to Complete Letter:***

- Save the document/letter to your directory.
- Place cursor on the first date field and highlight the date **by double clicking on it.**
- Enter the date.
- Press the **TAB key** to move to the next field.
- To go back to a previous field, press Shift+Tab.
- Continue pressing the TAB key and filling in fields until you return to the **FIRST** date field.
- Save.
- Note: Gray shading will not show when printed.
- **TO PRINT document** > File > Print > click Pages > start with 2 so the instruction page does not print out.

### ***Example:***



September 26, 2012

< Name >  
< Address >  
< City / Town >, < Province >  
< Postal Code >

Dear < Name >:

**RE: PERMANENT LABOUR SERVICE SEASONAL RECALL NOTICE**

In accordance with provisions in Article 28.6 A) 5. of the PS/GE Collective Bargaining Agreement, this is your written notice of recall from seasonal lay-off.

You are recalled from seasonal lay-off to the position of:

< Working Title & Level >  
Section: < Enter Section >  
Effective start date: < Enter Date >  
Date to report to work: < Enter Date >

For operational reasons, please advise your immediate supervisor as soon as possible, and prior to recall, if you are unable to perform the full duties of your position adequately and safely and/or if any of the following apply:

- Loss of driver's license or other required certifications
- Seeking accommodation (i.e., medical reasons)
- Request a leave of absence
- Unable to report to work due to illness or injury
- Other circumstances

Failure to report to work from seasonal lay-off on your date of recall, without a prior adequate explanation, may result in the termination of your employment in accordance with Article 28.9 of the PS/GE Collective Bargaining Agreement.

Kindly complete and submit this document to your supervisor < name > by < date >.

If you have any questions, please feel free to contact me at < phone number >.

Sincerely,

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< Name >  
< Title >

**Please indicate your reply below by signing in the appropriate space.**

I accept the recall from seasonal lay-off to my Permanent Labour Service position.

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**(Signature)**

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**(Date)**

**OR**

I decline the seasonal recall and resign from my Permanent Labour Service position.

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**(Signature)**

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**(Date)**

cc: Human Resource Service Centre  
< Name >, Admin Manager  
< Name >, HR Consultant, HR Service Team  
< Name >, Supervisor  
District Office File