

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Dear <<Insert Title & Name>>

Post-coronavirus lockdown

The government has said that workers should work from home rather than their normal place of work. In line with this advice and in order to minimise the risk of coronavirus, we are asking you [and any other staff] to work from home for the time being. When we ask you to return to work, we will continue to keep in touch after a full risk assessment has been completed.

- You should continue to keep your manager up-to-date with work.
- If you are sick and unable to work, please telephone your line manager as soon as possible to report your sickness absence.
- If you wish to take any leave, this should be submitted and approved in advance.

We are keeping the situation under review and will return you to normal working as soon as it is safe to do so. We will give you at least <<state>>days' notice of any change. Please be assured that we will continue to keep in touch with you during this period.

Please contact me if you have any concerns.

Yours sincerely,

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Work from home

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<<Name & Title>>

For and on behalf of <<Com

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