S

A

<<Date>>

<<Name>> <<Title>>

<<Postcode>>

<<Company Name>> <<Company Address>> <<Company Address>>

Dear << Insert Title & Name

Post-coronavirus lockdow

The government has said the home rather than their normadvice and in order to mining the rest of the <<state>>tea being. When we ask you to rafter a full risk assessment.

- You should continue up-to-date with work
- If you are sick and ur manager as soon as reporting procedure.
- If you wish to take an approved in advance

We are keeping the situation normal working as soon as number>>days' notice of yowe will continue to keep in the situation normal working as soon as number>>days' notice of yowe will continue to keep in the situation normal working as soon as number>>days' notice of your number>>days' number>>

Please contact me if you ha

Yours sincerely,

rk from home

workers should work from r possible. In line with this , we are asking you [and from home for the time be on a gradual basis and

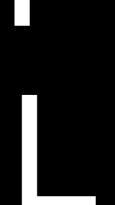
manager and keep them

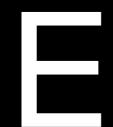
t telephone your line sickness absence

s should be submitted and

v and will return you to iving you at least <<state ace.Please be assured that developments.

ncerns.





<<Name & Title>>

For and on behalf of <<Com