

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

<<Date>>

Dear <<Insert Title & Name>>

### Post-coronavirus lockdown –

As we discussed on our phone/v  
government has advised that en  
workplace and the Company is v

<<State job title e.g. your line m  
which you are expected to return  
date.

[As you know, the Company is p  
hybrid working model on their re  
be able to divide their time betw  
copy of the Hybrid Working Polic  
manager>> will discuss how the

The safety of our employees is o  
that relates specifically to the ch  
assessment is attached. This ris  
into account operational require

We have introduced the followin  
staff:

<<specify measures e.g. hand s

It is your responsibility to follow  
so may be a disciplinary offence  
procedures.

Please contact me if you have a  
during this challenging time.

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### place

on <<state date>>, the  
planning a safe return to the  
al return to normal operations.

u to discuss the exact date on  
much notice as possible of this

of our employees to move to a  
is means that employees will  
ace and working remotely. [A  
job title e.g. your line  
ements apply to you.]

carried out a risk assessment  
D-19. A copy of this risk  
ot under constant review, taking  
ernment guidelines.

place to protect the safety of our

ning etc>>.

ures at all times. Failure to do  
Company's disciplinary

s. Thank you for your support

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company>>

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