

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

<<Date>>

Dear <<Insert Title & Name>>

Post-coronavirus lockdown

As we discussed on our phone call on <<state date>>, the Company is working towards resuming normal operations as quickly as possible and we require you to return to work. If you are not recalled to the workplace e.g. <<state date>> OR after our phone call, you should return to the workplace because <<give reasons employee should return to work>>.

As we discussed, the safety of our employees is our priority and we have carried out a risk assessment that relates to the changes posed by COVID-19. A copy of this risk assessment is being sent to you. The assessment will be kept under constant review, taking into account government guidelines and the latest

We have introduced the following measures in the workplace to protect the safety of our staff:

<<specify measures e.g. hand sanitising etc>>.

[In response to the concerns you have expressed, we have put the following additional safeguards in place: <<state additional measures>>]

Please be assured that we are reviewing these arrangements under constant review and will regularly ask for feedback on how the safeguards are working in practice.

As these practices for safe working are required to resume attending the workplace, I am writing to confirm that you are required to return to the workplace by <<state date>>.

<<State job title e.g. your line manager>> will be in contact with you shortly to discuss the arrangements for your first day back.

Please contact me if you have any queries or need support during this challenging time.

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place

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Please contact me if you have any queries or need support during this challenging time.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company>>

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