<<Name>>

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

<<Date>>

Dear <<Insert Title & Name>>

Post-coronavirus lockdown

As we discussed on our phone Company is working towards r we require you to return to worked to the workplace e.g. **OR**after our phone call], you s because << give reasons empl

As we discussed, the safety of a risk assessment that relates copy of this risk assessment is constant review, taking into ac government guidelines.

We have introduced the follow our staff:

<<specify measures e.g. hand</p>

[In response to the concerns y safeguards in place: <<state a

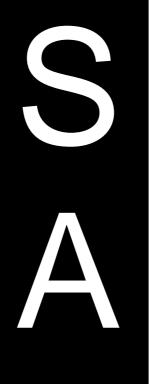
Please be assured that we are review and will regularly ask for working in practice.

As these practices for safe wo are required to resume attendi

<<State job title e.g. your line the arrangements for your first

Please contact me if you have challenging time.

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place

on <<state date>>, the
ns as quickly as possible and
the employee is being
ce>>.[In our phone call
to return to the workplace
turn to work>>.

ority and we have carried out iges posed by COVID-19.A sment will be kept under ments and the latest

place to protect the safety of

aning etc>>.

put the following additional

angements under constant ck on how the safeguards are

am writing to confirm that you <<state date>>.

act with you shortly to discuss

u for your support during this

1 ployees who do not wish to return to the Yours sincerely,

<<Name & Title>>

For and on behalf of <<Compa

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