

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

<<Date>>

Dear <<Insert Title & Name>>

Post-coronavirus lockdown –

As we discussed on our phone/ video call on <<state date>>, the government has advised that employees should not return to the workplace and the Company is v

The safety of our employees is our top priority. We have carried out a risk assessment that relates specifically to the changes in the workplace. This risk assessment is attached. This risk assessment is under constant review, taking into account operational requirements and government guidelines.

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

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

The Company is introducing extra measures to protect the health and wellbeing of pregnant employees [OR workers]. We would like to discuss possible adaptations to your role and/or work environment. This may include continuing to work from home or transferring you to another role within the Company. I would like to arrange a phone call/video conference on <<date and time>> so that we can discuss these matters further. Please let me know what date is convenient.

I look forward to speaking with you on <<date and time>>.

Yours sincerely,

<<Name & Title>>

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For and on behalf of <<Compan

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