Name

Address

Address

Email

RE: Returning to Work after COVID-19 related [Closure/Furlough]

Dear [Name],

The world health community continues to monitor closely the spread of COVID-19. When we last [spoke/communicated] on [date], we informed you that your position would be furloughed (unpaid leave of absence) in order to prevent the spread of COVID-19. According to our records, you have now been on leave since [date]. While we undertook extreme measures by restricting business operations and furloughing employees, we are hopeful that our Company’s collective actions have benefitted the community at large, and that we have put the severity of the outbreak is behind us. Therefore, we are eager to ramp up business operations once again. In addition, we will nevertheless be taking proactive steps to continue to monitor the situation and address employee safety as a top priority.

Thus, your expected return to work date will be [date]. In order to maintain your status as an employee, we need to hear from you regarding your plans and ability to return to work. If you need the Company to consider a modification of your job duties or workspace in order to return to work, or if you need an extension of your leave, please contact me at [phone] or [email] to discuss your options.

If you do not contact me [contact information] by [date], we will terminate your employment and begin accepting applications for your position. Please be advised that in the event that you do not return to work, we will notify the state division of unemployment of your resignation and your unemployment benefits will discontinue.

We look forward to getting you back to work as quickly as possible.

Regards,

[Name]

[Title]

**Return to Work Response Certification**

*Please indicate your response to this Return to Work Notification below, and return to [Name/Title/Email]*

|  |  |
| --- | --- |
| Employee Initials |  |
|  | I have received the above Return to Work notification from [Company Name], and agree to report to work on [date]. |
|  | I voluntarily resign my position with [Company Name], and therefore will not report to work on [date]. |

Employee Printed Name

Employee Signature

Date