Date

Name

Address

City, State Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

On \_\_\_\_\_[Date]\_\_\_\_\_\_ you were [temporarily laid off / furloughed] from your position due to the COVID-19 situation and directives from various authorities.

We are happy to inform you that we are ready for you to return to work in your previous capacity!

You are expected to return to work on \_\_\_\_\_[Date]\_\_\_\_ at \_\_[Time]\_\_\_. Your wage/salary, hours of work, and employee classification remain the same.

[If applicable] Your health insurance will begin again, based on the previous terms and contribution amounts, on \_\_\_[Date]\_\_\_\_\_.

Due to this unique situation, your assigned duties may differ from before the pandemic. These duties may include cleaning, admin work, calling patients, additional training/CE, etc.

If, for any reason, this reemployment opportunity does not work for you, please let us know as soon as possible so we can plan accordingly. Otherwise, we are excited for your return to work on the date and time stated above.

If you have any questions or concerns about your position or the timing expectations, please contact me as soon as possible.

I look forward to your return to work and our continued working relationship!

Sincerely,