

[Date]

Re. Return from Furlough Leave

Dear []

I refer to our [conversation/ call] on [date]. I explained how we intend to return to normal operations where possible and adapt to new ways of working where required, now that the Government is easing the coronavirus lockdown.

As a result of the [reopening of your place of work/increased need for your role], you are required to resume attending work from [date]. You will be required to resume work on your normal contractual working days and hours.

We are reopening our work locations only after carrying out a COVID-19 risk assessment and with specific safeguards in place putting your safety as the priority. [The safeguards put in place are based on the Government's guidance for our industry]. They include; [details of precautions your Company is taking for returning employees].

We are keeping our working arrangements under constant review, based on the latest government advice, operational needs, ongoing risk assessments, and how the safeguards are working in practice.

[More details of the measures we have put in place are set out in our policy on safe working during Covid-19]. You have a role to play in ensuring our staff can work in a safe environment and you must follow our safe working instructions. A failure to do so may be a disciplinary offence and dealt with in accordance with our disciplinary procedure.

Your line manager has been asked to have a discussion with you in advance to discuss the specific arrangements of your return and your individual circumstances.

I would like to thank you for your continued support during what has been a challenging and unusual time for us all.

As we begin our gradual return to normal operations where possible and adapt to new ways of working where required, I am confident that we can work together to meet the challenges caused by the coronavirus pandemic.

Please do not hesitate to contact [me/your line manager/the HR department] if you have any queries or concerns.

Yours sincerely,

[]

This is a sample document and should be adapted to suit your company. It should not be taken as legal advice.