



SAMPLE

Return to Work Language

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Bringing employees back following a furlough requires planning and recordkeeping. After the decision to bring them back, notifying the employee is the first step. The following is sample language to use in such communication.

Important Notice:

The information provided herein is general in nature and designed to serve as a guide to understanding. These materials are not to be construed as the rendering of legal or management advice. If the reader has a specific need or problem, the services of a competent professional should be sought to address the particular situation.

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Sample Language: Return to Work Letter/Email

Dear [Name]:

We are pleased to offer you reinstatement to your position of [job title] at a [hourly rate/salary of \$X per hour/pay period] beginning [date/time].

As you return, [Company] wants you to know that it is aware of and is following applicable public health guidance on social distancing, infection-control practices, and environmental cleaning.

Refusal of this reinstatement position may require you to take a personal leave of absence or may be considered your resignation from employment. Your receipt of future unemployment benefits may also be affected.

Details about your service credit, time off accruals, and retirement and health benefits will be provided upon your return.

The information in this email is not intended to constitute a contract of employment, either express or implied. Your employment with [Company] is at-will and either you or the company may terminate the relationship at any time.

Please confirm whether you will be returning to your position no later than [date/time]. Meanwhile, if you have any additional questions, please contact me at (303) 555-1234.

Sincerely,

[Name and title]