

[Date]

Re. Return from Lay-off / Short-time Working

Dear []

Due to the global outbreak of Covid-19, you have been placed on [lay-off / short-time working] since [date].

Employee Returning to Normal Working

We are pleased to inform you that, [owing to a lifting of restrictions,] the business will reopen on [date]. You will be required to resume work on your normal contractual working days and hours from [date]. Please attend work and report for duty at [time] on [date]. Your normal contractual days and hours are [insert employee's contractual days and hours].

Employee Returning with amended hours

We are pleased to inform you that, [owing to a lifting of restrictions,] the business will reopen on [date]. However, [in order to accommodate social distancing measures / or other reasons that may apply] we cannot provide you with a return to your normal contractual working days and hours immediately. The hours available to you will be [details of hours to be available], commencing from [date].

Should you be willing to accept the amended hours I would ask you to please [email me confirming your acceptance by [date]] OR [sign your acceptance at the end of this letter and return it to me by [date]]. It is our hope that this will be a temporary change and that we can return you to your normal contractual hours as soon as possible. Should you opt not to accept the amended working arrangement alternatives will have to be considered, this may include redundancy. [Note: where employers are changing contractual arrangements, it is advisable that a revised contract is also issued.]

Returning some employees from lay-off / short-time working

We are pleased to inform you that, [owing to a lifting of restrictions,] the business will reopen on [date]. However, [in order to accommodate social distancing measures / or other reasons that may apply] we are currently only in a position to return [some employees to work / return employees to work on a phased basis].

The decision as to [who / which positions] will return to work has been based on key business requirements at this time, [particular consideration has been given to: details of decision process].

Unfortunately, your position will remain on lay-off / short-time working for the moment. It is very much our hope that this will be temporary and that we will be able to return you to work in the near future. We will keep you updated as the situation progresses.

End – use as appropriate

With effect from [date], you will be paid your salary as normal on the [1st/15th] day of each month. You will receive your first payment on [date]. If you have been claiming any benefits

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

as a result of the [short-time/lay-off] working arrangements, you are advised to notify the relevant government authorities of your return to full working hours.

OR

Upon your return to work you will be [placed/ remain] on The Wage Subsidy Scheme. The Company will top-up your earnings. Salary will be paid [weekly/ monthly].

If you have any concerns or questions about this letter, please do not hesitate to contact me.

I look forward to seeing you soon.

Yours sincerely

[]

ACKNOWLEDGEMENT *[include if appropriate]*

I, _____, accept the change to my terms and conditions of employment as set out above.

Signature: _____ Date: _____

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