



About This Model Form

The model form can be used to provide notification to furloughed employees that it is time to return to work.

This form is not a substitute for legal or medical advice. Because every workplace is unique, employers should work with their legal counsel and medical experts to amend this model form to best serve their particular workplace situations and address federal, state, and local laws and regulations.

Model Form: Notification For Furloughed Employees To Return To Work

[Salutation]:

[Organization] is scheduled to reopen on [date] at [location].

You are designated to return to work on [date] and [time].

[Your status remains as it was prior to your furlough].

[Your status has changed to [e.g., at-will part-time, non-exempt; at-will full-time, non-exempt; at-will, full-time exempt].

[Organization] is taking steps to protect our employees, [e.g., customers, clients, vendors] and others who interact with our workplace. One such step is maintaining social distancing as suggested by the Centers for Disease Control and Prevention (CDC) limiting in-person interaction between employees and others during the COVID-19 crisis.

Please read our social distancing [e.g., policy, standards, guidelines] attached to this notice. All personnel must follow the guidelines.

If you are unwilling or unable to return to work as scheduled or maintain social distancing as required by the our [policy, standard, guideline], please reply [to this email] or call [phone number] and speak to [name of contact].

If we do not hear from you [e.g., prior to your return date, within five business days], we will assume that you have voluntarily terminated your employment.

Thank you for your understanding during this difficult time.

If you have any questions, please contact [e.g. your manager, department head, human resources, or the ownership].

Sincerely,