

About This Model Form

The model form can be used to provide notification to an employee, who was given authorization to temporarily work from home, that the authorization has ended and the employee should now return to work at the employee's usual worksite.

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 To End Work From Home and Return To Designated Worksite

[Salutation]:

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

Your permission to temporarily work from home has ended.

You should return to work at [location] on [date] and [time].

Your job duties and status [e.g., at-will part-time, non-exempt; at-will full-time, non-exempt; at-will, full-time exempt] remain the same.

[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) and limiting in-person interactions between employees and others during the COVID-19 crisis.

[Please read our social distancing [e.g., policy, standard, guideline] attached to this notice, which all personnel must follow.]

If you are unwilling or unable to return to your usual worksite as scheduled or to maintain social distancing as required by the new [e.g., 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,