**SAMPLE RETURN TO WORK LETTER**

TO: Workers at Robust Retailer

FROM: Marilyn Manager

SUBJECT: Your Return to Work

DATE: June 3, 2020

It’s been a difficult and challenging time for everyone! Our business has been closed for two months and, as a result, you’ve been out of work. Arizona’s “Stay at Home” order was recently lifted and we’re ready to resume business operations, with safety measures in place that meet or exceed guidelines from the Center for Disease Control (CDC), the Arizona Department of Health Services (AZDHS), and our industry’s association.

We want you to return to work! We will begin putting employees back on the work schedule by **Monday, June 15th** and need to know who will be coming back. **Returning employees will be paid the same rates as before the closure. Work hours may vary depending on business needs and the number of employees who return to work.**

Please check one of the following three options:

1. \_\_\_\_\_ I am ready to return to work effective June 15, 2020. Please put me on the work schedule.
2. \_\_\_\_\_ I do not want to return to work even though work is available beginning June 15, 2020. I am voluntarily resigning from my employment effective June 14, 2020. I understand that if I am currently receiving state unemployment compensation benefits that the benefits may end (the decision will be made by Arizona DES).
3. \_\_\_\_\_ I am unable or not available to return to work on June 15th for the following reason:

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(Employees who list a reason will be contacted. Some employees may be eligible for paid leave, depending on the reason.)

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     Employee Signature Date Signed

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     Employee Name (Printed) Employee Cell Phone Number

**Return this signed form to Ollie Office Manager by no later than Monday, June 8th. Email it to Ollie at** [**ollie@roretailer.com**](mailto:ollie@roretailer.com) **or text your response to Ollie at 928-111-1234. Direct any questions to Ollie at 928-111-1234. Employees who do not respond may be separated from employment effective June 14, 2020.**

This letter is not a contract of employment. Employees at Robust Retailer are employed “at-will.”