**{Logo}**

**##Company\_name##**

**##Company\_Address##**

Dear [Employee name],

As we prepare for the reopening of our Practice, please consider this letter formal notice of your return to work, which is scheduled for {Date}.

We are planning to bring our staff back slowly over the next week ahead of starting to see patients. We expect volume to slowly increase over the next few weeks or months. This will allow us time to prepare the office for a successful reopening as well as ensuring the safety of all our staff and patients when we are ready to see routine care.

When you return to work, please be aware that during the period of {date} to {date}, you may not be asked to work full time hours, but will be compensated at or near your average working hours. We are so pleased to be able to offer you this compensation through a program offered by the federal government. Because we can now offer the opportunity to return to work, you will no longer be eligible for unemployment effective your first date of work. No action needs to be taken and you can simply stop filing as of your return date.

We are confident in the safety protocols and procedures we are putting in place. {You can find them included with this letter OR We will be offering full training on health and safety measures when you return to the office}. Please bring questions and concerns to me and we will address them.

I am looking forward to seeing you on {Date}.

Stay well,

{Signature}