[Full Name]  
[Address]  
[Address]  
[Postcode]

[Date]

**Re: Notification of requirement to return to work after a period of [short time working/layoff/furlough]**

Dear [Insert employee name],

Further to our letter of notification of [layoff/short time working/furlough] on [Insert date] confirming that you were to be [laid off/placed on short time working/furloughed] due to [Insert reason] we write you with a further update.

We are pleased to write and confirm that following [an increase in business/Government movement guidelines being relaxed/reopening of your workplace/other circumstances] you are required to return to your normal working practices.

You must attend [Insert work location] on [Insert date] at [Insert time] to commence your normal working practices, in line with your **[**contract of employment **OR** normal working practices.**]**

In line with your contract of employment you will be paid on [Insert pay date] in full. Please ensure that you notify any Local Authority or Government department of your return to full paid work if you have been in receipt of any financial assistance as a result of being [laid off/placed on short time working/furloughed]. You should also consider if you need to inform any insurance provider or financial institution that has offered payment breaks, relief or assistance on the basis that you have been [laid off at work/placed on short time working/furloughed].

If you have any concerns or questions about this letter, please do not hesitate to contact [Insert name or department] on [Insert contact details].

Yours sincerely,

[Insert name and job title] on behalf of [Insert organisation name]