

Recall Notice Sample Letter

April (Day), 2020

(Name)
(Address)
(Address)

Re: Recall Notice to Return to Work

Dear (Employee Name):

Please be advised that (Company Name) has been enabled to increase/resume some operations as an essential/critical business. We have been, and will continue to follow all CDC, state and county health protocols with respect to COVID-19 guidelines to maintain a safe working environment for all our employees.

We are pleased to announce that you are hereby recalled to your position of (Name of Job Position) effective April (Day), 2020. Your initial work times will be according to the attached schedule. These work times may vary as dictated by our future business needs.

At present, we have no reasonable belief that COVID-19 exists anywhere in our workplace. We will continue to closely monitor that status. Rest assured, if there is any apparent or real danger, we will notify you and all other employees immediately. The protection of you and your loved ones is of paramount importance to (Company Name).

In order to return to work, we require that you complete and sign the attached form and bring it with you on your scheduled return date. We will meet with you and review this form before you resume work. If there is any change in your health status, you must let your supervisor know immediately.

We will advise the state unemployment agency of your recall at the time you begin work. If you have any questions, please call me right away. Thank you.

(Employer Signature)

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I, _____, affirmatively state that the following are true:

1. I have not been diagnosed with COVID-19 and am not experiencing any of the following symptoms:
 - Cough
 - Fever
 - Tiredness
 - Difficulty Breathing
2. I am not under any quarantine or isolation order from any governmental authority or any health care professional.
3. No members of my household have been diagnosed with COVID-19.
4. I do not have a child who is unable to attend school because it is closed as a direct result of COVID-19.

I agree to immediately notify my supervisor if there is any change in the above.

Signed

Date