[date]

[state how delivered: e.g. By Hand or 1st Class and Registered Post]

PRIVATE & CONFIDENTIAL

[name/address]

Dear [name]

**Re: Resumption of work**

Firstly, let me thank you for your co-operation and understanding over the last several [weeks/months] whilst you have been furloughed and unable to work.

I am now very pleased to be able to tell you that the current furlough period is coming to an end and I am therefore asking you to return to work to [resume your normal duties OR amend if you have different work for them to do and you can require them to undertake this or are otherwise happy to offer it] from [date].

Please acknowledge that you have received this letter and that you are able to return to work as above by [insert how you would like them to do this] by return and in any event by no later than [date].

Many thanks [and I look forward to seeing you on your return].

Yours sincerely

[name]