

_____, 2020

NAME AND ADDRESS

RE: Offer to Rehire

Dear _____:

(Name of company) is now in the process of restarting operations and would like to offer you the opportunity to be rehired upon the same terms and conditions as your previous employment. (name of company) requests that you return to work on _____, 2020 at ___ a.m.

To minimize any concerns that you may have about returning to work, (name of company) has implemented certain safety measures to minimize the risks of the coronavirus pandemic. Specifically, (name of company) will require you to wear an appropriate mask while you are on company property. We will also provide hand sanitizing stations in the plant to allow you to regularly wash your hands. (name of company) encourages you to use good hygiene and avoid touching your face. I ask that you not report to work if you are experiencing any of the following symptoms:

- you have been diagnosed with COVID-19;
- you have been in close contact with a confirmed case of COVID-19;
- you have or had a fever of more than 100.4 degrees Fahrenheit within the last 48 hours;
- you are experience a cough, shortness of breath or sore throat;
- you have experienced a new loss of taste or smell; or
- have experienced vomiting or diarrhea within the last 24 hours.

If you are experiencing any of these systems or issues, please call me so that we can determine the appropriate action to be taken.

If you do not return to work on that date, any refusal to be rehired will be reported to the Unemployment Division of the Alabama Department of Industrial Relations. Please be advised that your refusal to return to work could affect your eligibility for unemployment benefits.

I look forward to seeing you at the aforementioned date and time. Please call me if you have any questions or comments.

Sincerely,