Date   
  
[Complete name of Recipient]  
[Designation]  
[Organization]  
[Address]

Dear Mr./Ms. [X],

I would like to extend the gratitude that we have been able to survive the novel COVID-19 outbreak by staying safe and positive.

The letter is written documentation to inform you about the re-opening of the office from July 13, 20XX. The office timings have been revised. The new timings will be from 9:30 Hours to 17:30 Hours. Therefore, you are requested to get back to work on the said date. In order to avoid a new surge in the cases of COVID-19, we have closed the dining area. All of the departmental offices have been equipped with sanitizers and fumigants. The following guidelines will be in effect from July 13, 20XX:

* The employees not wearing masks and gloves shall not be allowed to enter the workplace
* A salary deduction will be made for the employee failing to continue work due to reason tabulated above, for the respective day(s)
* Social distancing will be practiced by each employee
* A fine of $[X] will be charged from each employee on a gathering of 4 or above people
* In case of suspect or symptoms, the employee must communicate to relevant focal person(s) immediately

We appreciate your tireless effort and devotion towards your work during the prevalent crisis. We hope to witness the continuation of the same spirit.

To address the queries or an emergency, the management has nominated Mr./Ms. [full name], [designation]. He/she can be contacted at [Email] or [Phone].

Looking forward to seeing you once again.

Sincerely,