Mr. Fill  
CEO  
ABC International

Mr. David  
Manager  
ABC International

Dated: 16 July, 20XX

Subject: Letter to staff to return to work

Dear David,

Due to the pandemic in the whole world, we like any other organization had to at one point sent its employee home as the situation was getting worse day by day. Coronavirus has disturbed the lives of everyone. You are very much aware that if we had all of you to come to work, it may have caused innumerable problems for all of us. For this reason, we had said all our employees to stay at home.

Your co-operation and support throughout this period are commendable. We have always worked as a team and now it is time that we again work together as a team. As you know that coronavirus is under control now, I welcome you back to work so that we may work with the same zest and enthusiasm as before.

You may join us next week. The same timings should be followed as before. See you at work once again. Best of luck.

Yours Sincerely,

Mr. Fill  
CEO  
ABC International