**Date:**

Name of the company

**To:**

**The Staff Members:**

**Subject: Back to work**

Greetings!

I hope this letter finds all of you in the best health and well-being. I am so glad because staff members of the ABC Company are going to be back in the office after a long break of one month.

Due to some lockdown restrictions, we were forced to cease the operations of the company. However, things are now reverting to normalcy, and I am very happy to welcome all of you back to work. I believe that it will be a great experience for all employees to start the work again.

You are required to come back to the office at 9 am sharp. The sign-out time will be 5 pm. We hope that 100% attendance of the staff will be seen on the first working day.

I hope that everyone will return to work with the same passion and energy they used to show earlier. The company needs to regain the potential that it used to have before the lockdown. Therefore, we expect all of you to cooperate with us.

If you need to know anything, feel free to contact me.

Regards,

Name of the employer

Signatures

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