**Letter** **advising that a temporary period of homeworking is to continue**

**HR notes**:

* This letter can be used for advising that a temporary period of homeworking is to continue
* Complete all details indicated in **[brackets, blue and bold font]**
* Delete these HR notes
* Change all font to black and not bold
* Print/Save on Company headed paper or plain paper
* Send or Email (ideally pdf format) to the employee.
* Ensure a copy is stored on the individual’s personnel file.

PRIVATE AND CONFIDENTIAL

**[Company name]**

**[Company address]**

20 May 2020

**[Addressee]**

**[Home address]**

Dear **[employee’s first name]**

On **[insert date]** we established a temporary homeworking agreement with you because **[insert reasons]**. The understanding at the time was that this would continue for as long as deemed necessary by the Company.

As you are aware, due to the coronavirus outbreak it was necessary for our usual place of work to temporarily close. I am pleased to inform you that, as a result of the latest guidance from the government, a decision has been made to reopen the workplace. As such, we are currently facilitating plans to return staff to the workplace on a gradual phased basis.

The first phase will see **[insert details e.g. team/department]** return to the workplace on **[insert date]**. Further phases will see **[insert details on further phases of return and dates].**

We are undertaking the following health and safety measures to ensure that are workplace is COVID-19 secure:

**[insert measures].**

We are asking all employees who are able to work from home to continue to do so. This is because **[insert reasons e.g. to help facilitate social distancing in the workplace]**. Please continue to work from home for the time being. The terms and conditions as set out in your original homeworking agreement continue to apply [optional] and I have attached an updated version for information.

We will keep the situation under review and when we are ready to ask you to return to the workplace, we will give you **[insert details]** notice of this.

We would like to take the opportunity to thank you for your recent hard work in ensuring that the organisation may continue to operate. We have been impressed by the commitment and resolve shown by our workforce.

For the remaining period of homeworking, your line manager will continue to contact you on the basis agreed at the outset but please feel free to get in touch with them at any time. We understand that working from home is an entirely different environment to that which you are used to and that it can bring certain challenges.

[Optional] We would also like to remind you of the Employee Assistance Programme which provides a confidential telephone counselling service to allow you to seek support on any concerns you may have about any aspect of life. This is accessible on **[insert details].**

If you have any queries regarding the content of this letter, please contact me on **[insert details.]**

Yours sincerely,

**[Insert name]**

**[Insert job title]**