***\*COPY TO COMPANY LETTERHEAD***

[Date]

Dear [Employee Name],

***\*Example language for a layoff/termination:***

On behalf of [Company Name], I am pleased to present you with this offer of employment. By accepting this offer, you will be rehired to [your former/[the following] position as [Title].

***\*Example language for a furlough:***

I am pleased to notify you that [Company name] once again has work available and would like to recall you from furlough and offer you back [your previous position/the following position]. By accepting this offer, you will be rehired to [your former/[the following] position as [Title].

Your start date will be [Date]. Your supervisor will be [Name, Title]. In this position your starting compensation will be $[X/hour (or year)], payable [semimonthly/biweekly/weekly]. You will be scheduled to work approximately [Number] hours each week, which may vary depending upon the needs of our customers/patients and various other factors to be determined by management. This position is considered [non-exempt/exempt] for purposes of federal wage-and-hour laws, which means that you [will/will not] be eligible for overtime pay for hours worked as determined by federal, state and local law. **This offer letter supersedes any previous offer letter or terms of employment**.

This offer of employment will expire five (5) days from the date of this letter, although additional time for consideration of the offer may be made available upon written request. If you wish to accept the offer, please sign in the place provided below and return it to me within the prescribed time. If you wish to decline this offer, please sign the appropriate line below. **If this letter is not signed and returned in the time frame stated above, we will assume you are turning down this offer to return to work and your employment with the Company will be terminated.**

We greatly look forward to having you back at work with us. However, we recognize that you retain the option, as does the Company, of ending your employment with the Company at any time, with or without notice and with or without cause. As such, your employment with the Company is at-will and neither this letter nor any other oral or written representations may be considered a contract for any specific period of time.

[Company Name], is taking all safety precautions to keep its employees, customers/patients and vendors safe from the spread of COVID-19, including, but not limited to:

• Encouraging sick employees to stay home

• Implementing flexible and supportive policies and practices

• Establishing practices that support social distancing

• Increasing ventilation, cleaning and sanitizing in the workplace

Please refer to our Workplace Response Policy or contact your supervisor for additional details. Should you have any questions about beginning or restarting employment with the Company, please do not hesitate to contact me.

Sincerely,

[Employer Name, Title]

[Contact phone/email]

**I ACCEPT** this offer and agree to the terms of employment set forth above:

Print and sign name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I DO NOT** wish to accept this offer of employment\*:

Print and sign name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*If you choose not to accept this offer of employment or fail to report to work on the appointed date, your refusal decision will be reported to the state unemployment agency and might impact your eligibility for benefits.*