

您的復工通知

日期: _____年____月____日

員工姓名: _____

員工地址: _____

Re: 您的復工通知

Dear _____:

請注意我們將在_____年____月____日重新營業。

此封郵件主要目的在通知您需要復工的時間，您的薪資和福利將跟以前相同。

請於_____年____月____日以電話或郵件回覆，讓我們能提早安排相關事宜。

Very Truly Yours,

XX/XX/2020

[EMPLOYEE'S NAME & ADDRESS]

Re: Your Return to Work Schedule

Dear _____,

Please be advised, on XX/XX/2020, we will reopen our business.

This letter is also written to offer you your same position and your same rate of pay for your return.

Please call or email our office for your schedule for return to work.

Very Truly Yours,

Sample. Not for official use.