

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.

【公司復工正式通知信函 中文版】

_____ 您好，

本公司定於 2020 年 XX 月 XX 日正式復工。此信函作為書面正式通知，您在復工後將保有與停工前同樣的職位和同樣的薪資。

請透過電話或郵件聯絡人事部，以確認您的復工時間安排。

祝好，

Sample. Not for official use.