

Dear Valued Client:

As the state slowly releases the “Stay at Home Order” and businesses resume employers will be transitioning their employees back to work.  To assist you with the “Return to Work” process, we are providing you a “Return to Work” letter to use when notifying your employees.

During the furlough/layoff, employees may have found alternative employment or simply do not wish to return to work at this time.  As a result, the official offer or employment letter will provide employees an opportunity to accept the offer to return to work or decline.  If employee rejects the return to work offer, employees will be considered to have voluntarily resigned from their position and their refusal to return to their position may result in denial of continued unemployment benefits.

When sending job offer letters to your furlough/laid-off employees, please ensure the letter is addressed to each employee on company letterhead.    The letter should also contain information on what your business will be doing to keep the workplace safe.    Below are some recommendations you may outline in the letter which complies with CDC guidelines.

* + Heighten hygiene
	+ Use of personal protective equipment
	+ Regular disinfection of surfaces
	+ Enforced social distancing
	+ Reduced customer capacity
	+ Staggered Shifts
	+ Any industry-specific requirements

Please ensure to provide IRM a copy of the signed acceptance and denial letters.  IRM will contact the unemployment agency and inform them of the employees’ work status.  Please fax or you may scan/email signed offer letters to your Human Resources Partner at FAX: 813-756-2026 or email to hr@irmpeo.com.     IRM is committed to providing you with the highest level of service during these challenging times.  Please do not hesitate to reach out to us with any questions.  Stay safe and wishing you and your families the very best.