

## Return to Full Employment

Dear [Employee name],

[Current Date]

We are pleased to announce some good news! It is our intent to resume full operations at our workplace(s) [Effective Date].

### ***Compensation:***

As of [Compensation Date], your compensation will return to the level that was equal to your monthly average during the first quarter of 2020 for at least until [Date equal to the end of the 8-week PPP loan covered period].

Since you have remained eligible for benefit coverage as an employee during this interim period, your coverage should remain intact without interruption. We will now resume our normal Employee/Employer premium arrangements as per our Employee Handbook.

### ***Work Schedule:***

We will communicate with you about your work schedule. Even if the hours that you accrue initially and following the Effective Date are lower than what you averaged during the first quarter of 2020, we will continue to pay your normal wages so long as you work the schedule that is offered to you and that remain available for additional hours as needed. This policy will continue until [Date that is equal to the end of the 8-week PPP loan covered period] and we will reassess at that time.

### ***New Safety Guidelines for our workplace(s):***

As a result of the COVID 19 virus, we have implemented new safety guidelines for our workplace(s). Please see the attached outline of steps that we will be taking and that each employee will be expected to follow in order to secure and maintain a safe work environment for all of us.

### ***Unemployment Benefits:***

You will need to notify TWC that we have reactivated your employment and that you have been offered the same position you previously had beginning on the Effective Date. If you choose not to return to work, you will not be eligible for unemployment payments.

### ***Communication:***

Please sign and date below and return it to me via scanned email or text a picture to me at (xxx) xxx-xxxx by [Date – 3-5 days out] if it is your intent to return to work on the Effective Date. Once we hear from you, we will communicate with you regarding compensation and work schedules.

If we do not receive a response from you by [Date – 3-5 days out] or if you do not appear for work on the date and time assigned for you, we will interpret that as your intent to terminate your employment.

Thank you and we look forward to seeing you soon!

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

Employer representative: \_\_\_\_\_

Employee: \_\_\_\_\_