Dear **Employee name**

We hope this finds you safe and well, and would like to thank you for your patience and understanding during this difficult time.

As you may know, the Scottish Government and the Chief Medical Officer have advised that we can now start the process of returning to work/workplaces. **Organisation name** would like to reassure you that we are putting measures in place to protect our employees as they do this.

We are currently reviewing our risk assessment in light of COVID-19 workplace safety measures. We would like your help with this to make sure we know of any additional support you may need on your return to work.

Please can you complete the enclosed questionnaire and return by post, or email, to **name/address/email address** by **date**.

Once we have reviewed your questionnaire, we will arrange a meeting to discuss, in more detail, what your return to work might be like. We will contact you againto arrange this.

After we have spoken to all employees about their return to work, we will be able to organise any support that is needed. We will also give you a confirmed date and time for your return and pattern of work.

If you have any questions, please do not hesitate to contact **name** on **contact details**.

Kind regards

**Name and job title**