RETURN TO WORK OFFER

Employer: Example Company | Example company mailing address **Employee:** Alex Example | Example home mailing address **Prepared:** March 1, 2027

Dear Alex Example,

We invite you to return following the Layoff that began on March 20, 2020. The proposed start is **March 22, 2027**. The employer identifies a pandemic-related interruption on March 20, 2020. Any right of recall depends on the affected enterprise, dates, covered worker and law.

Position and pay

Position: Line Cook. The employer describes this as the prior position. Work location: Example worksite in TX (TX). Schedule: Tuesday through Saturday, 2:00 PM to 10:30 PM, 40 hours per week. Proposed status: Full Time. Offered hourly pay: $20.00. Track all compensable time, including for a salaried nonexempt worker, and calculate applicable overtime using the regular rate.

Leave, coverage and return arrangements

Active health coverage and its start date have not been confirmed in this letter. For anyone who elected COBRA, the administrator must review that qualified beneficiary's actual enrollment, available statutory termination ground and effective date separately. An offer or return to payroll alone cannot terminate continuation coverage. Dependents may have different rights. If continuation ends early, the plan must provide the required notice explaining the reason, date and other available coverage rights.

Contact Daniel Okonkwo if you need an adjustment related to disability, pregnancy, childbirth or religious practice. The employer will consider the applicable accommodation process and timing. Check the collective agreement's recall order, seniority, notice and benefit provisions together with statutory protections.

Unemployment claim

California UI distinguishes a refusal without good cause from an offer of unsuitable work. EDD evaluates actual duties, wages, conditions, distance, prior experience and other statutory factors. The agency decides benefit eligibility. Provide the actual offer, reasons, pay, hours, location and dates. A business cannot classify silence as a voluntary quit merely by writing it into this offer.

Location-specific procedures

The original or successor enterprise has a California connection. California Labor Code section 2810.8 includes certain hotels, private clubs, event centers, airport hospitality and service businesses, and

commercial building services. Check enterprise definitions, at least six months of employment and at least two hours of work in a particular week, the most recent separation on or after March 4, 2020, the COVID-related cause or rebuttable economic-layoff presumption, qualification for the same or similar position and any sale of assets, change of ownership, reorganization or relocation. A hotel needs at least 50 rooms or suites using the greater of opening and December 31, 2019 counts. Violations occurring on or before December 31, 2026 remain enforceable under the statutory savings provision. Preserve the original vacancy, delivery and receipt evidence. For a covered vacancy in the operative period, offer available qualified positions in writing within five business days of establishing the position. Deliver by hand or to the last known physical address, and also email and text if that contact information is available. Give at least five business days **from actual receipt** to accept or decline, excluding Saturdays, Sundays and official state holidays. Apply length-of-service priority among qualified laid-off employees. Simultaneous offers may be conditional on that priority. Preserve required records for at least three years from the written layoff notice. When a worker is bypassed for lack of qualifications and someone other than a laid-off employee is hired, give the reasons and service length of those hired in writing within 30 days.

Federal work authorization and group notices

Confirm whether employment continued and when the original Form I-9 was completed before deciding on a new form, Supplement B or any reverification.

Your response

Please contact Daniel Okonkwo at (312) 555-0133 or daniel.okonkwo@windwardkitchen.example to accept, decline, ask questions or request an adjustment. Confirm the applicable response period and actual receipt before using any deadline. We have left the reply date open. Proposed delivery method: Certified Mail. Keep the actual dispatch, receipt and response dates, and follow up if delivery or a protected absence is uncertain.

Employer representative

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Lena Petrova, General Manager

Pandemic Recall to Work Letter • Form 10101 • SAMPLE