RETURN TO WORK OFFER

Employer: Example Company | Example company mailing address **Employee:** Alex Example | Example home mailing address **Prepared:** November 3, 2026

Dear Alex Example,

We invite you to return following the Layoff that began on April 30, 2025. The proposed start is **December 14, 2026**. The season is expected to end on February 19, 2027.

Position and pay

Position: Housekeeping Attendant. The employer describes this as the prior position. Work location: Example worksite in IL (IL). Schedule: Variable shifts Tuesday through Saturday, 8:00 AM to 4:30 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

An eligible return from FMLA leave generally requires the same or a virtually identical job. Compare actual pay, duties, benefits, schedule and worksite with the prior position. Restore group health coverage on the applicable terms without a new waiting period attributable solely to protected leave. A proposed material change needs separate review.

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 Amelia Tran if you need an adjustment related to disability, pregnancy, childbirth or religious practice. The employer will consider the applicable accommodation process and timing.

Unemployment claim

Illinois evaluates an offer, refusal without good cause and suitability using health, safety, morals, fitness, training, experience, prior earnings, unemployment duration, local prospects and commuting distance. Labor-dispute vacancies, substantially less favorable terms, compulsory union conditions and specified displacement transfers have separate protections under section 603. 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.

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Location-specific procedures

Check the work physically performed in Chicago, industry, employer and covered-worker counts, pay threshold in force and any staffing-assignment rules before applying a schedule requirement.

Federal work authorization and group notices

For a true rehire more than three years after original Form I-9 completion, complete a new Form I-9. Section 1 is due by the first day of paid work after offer acceptance. Section 2 generally is due within three business days after that first day; for employment under three business days, complete it on the first day. The employee chooses an acceptable List A document or List B and C documents.

Confirm the facts and the status of previously announced dates before making any group notice statement.

Your response

Please contact Amelia Tran at (407) 555-0181 or amelia.tran@sunshoreresort.example to accept, decline, ask questions or request an adjustment. We request a response by November 10, 2026, subject to any later legally required or negotiated period. 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

Carlos Mendes, Director of Hospitality Operations

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