

[Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Department: [Department Name]

Subject: Medical Clearance for Return to Work

Dear [Employee Name],

This letter confirms that you have successfully completed your required quarantine period starting from [Start Date] and ending on [End Date].

Based on the medical documentation provided and the fact that you have remained asymptomatic for the final [Number] hours of your quarantine, you are officially cleared to return to your regular work duties.

Return to Work Details:

- Effective Date: [Return Date]
- Reporting To: [Manager Name]
- Work Location: [Office/Site Name]

Please ensure you continue to follow all company health and safety protocols, including [list specific protocols, e.g., wearing a mask, social distancing] as required by current policy.

If you experience any recurring symptoms or have further health concerns, please notify your supervisor and Human Resources immediately.

Welcome back.

Sincerely,

[Signature]

[Name of Health Officer or HR Representative]

[Title]

[Company Name]