

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

To: [Employee Name]
Employee ID: [ID Number]
Position: [Job Title]

Subject: Return to Work Exposure Clearance

Dear [Employee Name],

This letter serves as official notification that you are cleared to return to your regular work duties effective [Date].

Following your recent potential exposure to [Type of Exposure/Illness], we have confirmed that you have met the necessary criteria for a safe return to the workplace. This clearance is based on:

- The completion of the required quarantine or isolation period.
- Confirmation of a negative test result dated [Date] (if applicable).
- Absence of symptoms as reported in your health screening.
- A formal release from your healthcare provider (if applicable).

Please report to [Location/Supervisor Name] at [Time] on your scheduled return date. Upon your return, you are required to continue following all standard company safety protocols, including [mention specific protocols like mask-wearing, social distancing, or hygiene practices].

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

We look forward to having you back on the team.

Sincerely,

[Signature]
[Name of HR Representative or Manager]
[Title]
[Contact Information]