

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Quarantine Notification

We hope this message finds you well. We are writing to inform you that, due to recent health protocols and guidelines, you are required to enter a quarantine period effective [start date] until [end date]. This decision has been made to ensure the safety and well-being of all employees at [Company Name].

During this time, we kindly ask you to follow the necessary health guidelines and maintain communication with your supervisor regarding your progress. If you have any questions or need assistance, please do not hesitate to reach out.

We appreciate your cooperation and understanding as we navigate this situation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]