# **Return to work email templates**

EMAIL SUBJECT: Reminder – Reach out to [EMPLOYEE]

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| Step 1Away from work: first contact  |
| Hi [MANAGER]This is just a quick reminder to reach out to [EMPLOYEE] if you haven’t already had a chance to. Research shows that making early contact helps staff feel supported in their recovery – that’s why it’s a key part of our return to work policy.You don’t need to discuss anything in particular, just check in with [EMPLOYEE] and let him/her know you’re available to chat whenever s/he needs.  |
| Make first contact |
| To help structure your first conversation here’s a | To learn more about your role at different return to work stages, you can use this |
| Conversation starter (link to resource) | Checklist (link to resource) |
| And here is a short video providing an overview of the |
| Return to work process |
| Return to work video (https://www.youtube.com/watch?v=5B6v31fmRhs) |
| I will be back in touch in a couple of weeks. In the meantime, feel free to get in touch with me anytime to chat about how you can support [EMPLOYEE]’s recovery back to work.Kind regards[CASE MANAGER SIGNATURE BLOCK] |

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| Step 2 Away from work: regular contact |
| Hi [MANAGER]Hopefully you’ve had a chance to contact [EMPLOYEE] since he’s/she’s been off work and have begun the process of supporting him/her to recover at work. Research shows that people can really benefit from regular contact with their managers and colleagues while they are off work. That’s why I’ve sent you a series of fortnightly 15 minute placeholders to chat with [EMPLOYEE]. Feel free to move them around, they’re just meant to be simple reminder prompts for you to keep in touch with [EMPLOYEE]. |
| To help structure your regular check-ins, here’s another | To refresh yourself on things you can do to help [EMPLOYEE], you can use this |
| Conversation starter (link to resource) | Checklist (link to resource) |
| And remember that I’m here to assist you in [EMPLOYEE]’s recovery and return to work. Kind regards[CASE MANAGER SIGNATURE BLOCK] |

EMAIL SUBJECT: Reminder – Keep in touch with [EMPLOYEE]

EMAIL SUBJECT: Reminder – Prepare for [EMPLOYEE]’s return

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| Step 3 Preparing to return |
| Hi [MANAGER]Now could be a good time to start talking more about [EMPLOYEE]’s return to work and how you and the workplace can support him/her in recovering at work. This may include discussing a return to work plan, if you haven’t done so already. Research shows that injured/ill workers really value efforts by their managers to discuss workplace accommodations and suitable duties for their return. |
| There is no one-size-fits-all approach to this type of conversation, but this conversation starter and suitable duties fact sheet may help |
| Conversation starter (link to resource) | Suitable duties fact sheet (link to resource) |
| If you would like to know more, feel free to give me a call or check out this Comcare resource |
| As One Working Together: Promoting mental health and wellbeing at work (https://www.apsc.gov.au/working-together-promoting-mental-health-and-wellbeing-work) |
| Kind regards[CASE MANAGER NAME] |

EMAIL SUBJECT: Thanks for helping [EMPLOYEE] return to work

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| Step 4 On return  / first week |
| Hi [MANAGER]Thanks for helping [EMPLOYEE] return to work. I encourage you to continue working with [EMPLOYEE] to support him/her return to work. This includes reviewing his/her return to work plan. As [EMPLOYEE]’s health and circumstances improve, what he/she can do will also change, so the early plans you’ve made may not be what he/she needs after a few weeks or months back at work. |
| To have a good conversation about this, here’s a | And, in case you haven’t seen it, here is a suitable duties fact sheet |
| Conversation starter (link to resource) | Suitable duties fact sheet |
| I’m here to help you make [EMPLOYEE]’s recovery and return to work as stable and sustainable as it can be.If you would like any further support or have any questions please don’t hesitate to contact me.Kind regards[CASE MANAGER SIGNATURE BLOCK] |

EMAIL SUBJECT: Checking in – How is [EMPLOYEE]’s return going?

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| Step 5 During the first three months |
| Hi [MANAGER]I just wanted to check in and see how [EMPLOYEE]’s recovery and return to work is going. Continuing to support [EMPLOYEE] now that s/he’s back can reduce the chance of another absence from work and help make his/her return as sustainable as possible. I encourage you to check in regularly with [EMPLOYEE] to see how s/he is going and what supports s/he may need. That’s why I’ve set up two monthly-placeholders to chat with [EMPLOYEE]. Feel free to move them around, they’re just meant to be simple reminder prompts.Thanks [CASE MANAGER SIGNATURE BLOCK] |
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