[Date]

[Employee Name]

[Address]

**RE: Notice of Temporary Layoff or Furlough Due to Coronavirus**

Dear [Employee name],

Due to the economic impact of COVID-19 (coronavirus), [Company Name] is implementing measures to ensure the financial stability of the company. The current pandemic situation has impacted our business significantly, and as a result, we find that we must make some difficult personnel decisions.

***Example language for a layoff:***

Effective [date], [Company Name] is implementing a temporary layoff of certain positions. This notice is to inform you that your position is included in this layoff, effective beginning [date]. We expect the layoff to last until at least [date]; however, we will reassess the circumstances regularly and may lessen or extend this timeframe. We will recall laid-off employees as business needs warrant based first on job function and then by seniority.

OR

***Example language for a furlough:***

Effective [date], [Company Name] is implementing a temporary furlough of certain nonessential positions. This notice is to inform you that your position is included in this furlough and as such, you are being placed on a temporary, unpaid leave of absence, effective beginning [date]. This furlough is expected to last through [date]. It is important to note that your employment continues to be at-will and nothing in this notice or other furlough communications is intended as an express or implied contract.

You may be eligible for unemployment benefits under these circumstances. Contact the [State Unemployment agency] at [website address] or [phone number] for information on eligibility and applying for unemployment benefits. Present this letter to your local unemployment office as evidence of your employment status.

[Company Name] will communicate with you regularly during this period. If your personal phone number, e-mail or mailing address has changed recently, please provide your current contact information to human resources immediately. Please feel free to contact [primary contact] with any questions.

If you find alternate employment during this period and do not intend to return to work at [Company Name] please notify [contact name and number] immediately of your voluntary resignation.

Sincerely,

Name, Title

Contact Info