

[Place on letter head]

[Date]

[Employee Name]

[Employee Address]

[Employee Address]

RE: Layoff Notice

Dear [Employee name],

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

Effective [date], [Organization Name] is implementing a temporary layoff. 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 [identify non-discriminatory process example: first on job function and then by seniority].

You may be eligible for unemployment benefits under these circumstances. Contact your local unemployment office for information on eligibility and applying for unemployment benefits. Present this letter, to your local unemployment office, as evidence of your employment status.

[Organization Name] will communicate with you regularly during this period. If your personal phone number, email or mailing address has changed recently, please provide your current contact information to [Contact Person] immediately at [contact information] with any questions. We will use this contact information to facilitate recall notices as well.

If you find alternate employment during this period and do not intend to return to work at [Organization Name], please notify [Contact Person] immediately of your voluntary resignation.

Sincerely,

[XXXXXXX Organization Leader]

[Place on letter head]

Attachments: [If this employee is currently receiving health insurance benefits provide the COBRA notice or identify that it will follow]