[Company Name]

[Street address]

[City, State]

[Date]

To Our Valued Employees,

As you are no doubt aware, the recent spread of COVID-19 had place a significant strain on our ability to conduct business. We have taken serious efforts to reduce our spending and sustain our profits throughout this situation.

Despite this, it may be necessary for [Company Name] to lay off up to [number] of team members in order to reduce payroll costs. This is a measure that we will make every effort to avoid, but, should layoffs become necessary, you will be informed by [Date} so that you have time to prepare and file for government benefits, if need be.

We will continue to monitor the situation and keep your apprised of our decision. You can be assured that we are exploring all options and that this decision will not be taken lightly.

Thank you for your continued service during this time.

Regards,

[Name]

[Title]