[Company name]

[Street address]

[Date]

Dear Valued Employees,

As you are no doubt aware, the COVID-19 pandemic has presented significant challenges to our business operations. The many financial constraints that have arisen as a result of this pandemic have caused us to closely reexamine [Company name]’s position in the marketplace.

Among other efforts that will be made to reduce our short-term operating costs, we believe that a smaller workforce is one step towards maintaining a viable business in this uncertain economic climate. As such, we are announcing our **new voluntary layoff program**.

At this time, management will not be selecting any employees for layoffs. However, if you wish to be laid off, **we are prepared to offer the following severance benefits**:

* Continued pay at [X]% of your usual pay rate for a period of [number] weeks following the end of your employment.
* Continued enrollment in our group benefits plan for a period of [X] months.
* A one-time cash payment of $[X}, payable only to non-returning employees.

This severance package is available to all full-time employees as of [date]. If you are interested in accepting a voluntary layoff, please speak with your HR representative or a member of the management team.

[Company name] appreciates your service.

Regards,

[Name]

[Title/Position]