**[Company Name]**

**[Street Address]**

**[City, ST ZIP Code]**

**[Date]**

Dear **[employee name]**

I regret to inform you that due to the COVID-19 pandemic, it has become necessary for the company to temporarily reduce its workforce.

You will be laid off effective from **[insert date].** We will communicate potential return dates as we learn more about this issue.

You will receive certain layoff benefits which are listed below:

* **[List benefits]**

Thank you for your continued contributions to the company. If you have any further questions about your rights and layoff benefits, please get in contact with **[contact name and details]**

Sincerely,

**[Your Name]**

**[Title]**