**To: Employee**

**From: Dr./Owner**

**Date: Today’s Date**

**Regarding: Coronavirus (COVID-19) Impact On Business Operations**

Dear Employee,

As I have tracked the status of the coronavirus pandemic, it has become clear that we are likely going to need more time than initially anticipated to recover from its impact on our business. Therefore, if we delay the decisions we are making today, the length of time it will take for things to return to normal will only be longer. We have made the difficult decision to issue a stop-work and layoff/furlough of your employment.

This action is not a termination of your employment; therefore you have the option to have your accrued hours of sick time and vacation time paid to you at the end of this pay period – just let us know if that is what you choose to do.

We encourage you to apply for unemployment immediately. Even if you work part-time, please consider applying now. At this time, federal and state authorities are working to make unemployment benefits more comprehensive, easier to apply for, and have removed barriers like wait times and requirements that you look for work. While we cannot make any guarantees about how your unemployment claim may be processed or the outcome of any application filed, we do want you to know that this is a resource you have through our state. You will not be discouraged from filing or retaliated against if you do choose to file.

You remain eligible for rehire. When the time comes for us to resume normal business operations, we will reach out to you based on the business demand and needs. Again, this is not something we ever envisioned having to do. Please direct any questions to \_\_\_\_\_\_\_\_\_ by email and be patient as we gather more information and provide answers to the best of our ability.

Sincerely,

Dr./Owner