**Official Notice**

**To:**

**From:**

**Date:**

**Regarding: Coronavirus (COVID-19)**

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

As the coronavirus pandemic continues to reveal itself at this high rate of speed, it has become clear that we are going to need to recover from its impact on our business and community. Therefore, we have come to the decision we are making today. We have made the difficult decision to issue a stop-work and furlough to you.

We hope to be able to resume regular business operations in the future, but like you, we do not know when that will be. We do understand the impact on you and the rest of our team. Please rest assured that we will be planning for our comeback, and our goal is to bring you back to work. We will maintain communication with you about our plans through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We will run a payroll as scheduled, which includes a payout for any remaining accrued vacation time. We encourage you to apply for full-time unemployment immediately. 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 restart business, we will reach out to bring people back on per the business demand and needs. Again, this is not something we ever envisioned having to do. We know you will have questions. Please direct your questions to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

(Practice Name)

Owner’s Name