**LAYOFF LETTER TO EMPLOYEE**

[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date]

Dear [employee name]

I regret to inform you that due to the COVID-19 (Coronavirus) 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 as per our company policy.

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]