

## Sample Layoff Letter to Employees

As of: March 23, 2020

Dear Colleagues,

The global coronavirus (COVID-19) emergency continues to have profound impacts on everyone. Our industry has been particularly hard hit by this crisis, including our organization.

Due to the uncertainty regarding the duration of this crisis, we don't know how long we will have to remain closed. Therefore, we have had to fully re-assess our financial situation. And regrettably, for the first time in our history, this means hardships for our team.

The timing of this emergency comes at the worst possible time of our business cycle. Without revenue from customers, we have had to make some difficult decisions to ensure the organization's future stability. All of our Executives took the first step by taking a reduction in salary.

However, without customers, we cannot maintain the same staff levels we employ during normal operating conditions. Therefore, we have made the difficult decision to layoff all non-critical employees as of March 27, 2020.

We notified the non-critical employees of this layoff earlier today. Their final payroll deposit will be made on April 3, 2020.

Each individual is a valued part of our team and we deeply appreciate their service. Further, we hope they will return to their positions once we are able to return to normal operations.

While most of us have never experienced a crisis of this magnitude in our lifetimes, I want to reassure you that our senior leadership team and our Board of Directors have put the organization in a position to weather this storm.

While we work on contingencies that will improve our long-term outlook, we'll need each of you to come together to keep moving forward.

I am grateful for your efforts and I'm inspired by your dedication to our organization.

(Provided as a sample template by the Compensation & HR Group, Burlington, MA for client's use)