[DATE]

Dear [AFFECTED WORKER],

One [DATE] your pay was adjusted due to the financial impact of the ongoing Coronavirus outbreak. I am pleased to let you know that your pay will be restored to previous levels for at least the next eight weeks.

We borrowed money under the federal government’s new Paycheck Protection Program which will help us pay you for the next eight weeks (SPECIFIC DATES) regardless of our ability to open our dining room.

Effective immediately, your pay will go from [current pay] to [new pay]. This restoration in pay may be temporary, as we strive to restore full operations and pay as soon possible (based on mandates, safety and customer demand). We will re-evaluate operational & financial circumstances again on (RE-EVALUTION DATE).

We will continue to review our financial state and will communicate to you regularly about any changes to available hours and pay that will result from this.

We appreciate your continued hard work, dedication, and loyalty to [Company Name] as we continue to strive to support our community and employees. If you have any questions, please reach out to [Contact Name & Email].

Sincerely,

[SENDER NAME]

[SENDER TITLE]