Dear [Affected Worker],

For the last several days, [Company Name] has experienced rapid declines in sales.  First, due to customers changing their travel and dining habits and most recently as the city and state placed limitations on restaurants ability operate.

We regret to inform you that we must temporarily lay off all hourly employees effective immediately due to recent declines in sales and customer visits. Your final paycheck will be direct deposited or mailed on [Final Pay Date]. If you would like your final paycheck to be mailed or have a change in address, please contact [Payroll Contact].

This layoff should be considered temporary, as we have every intention of restoring full operations as soon possible (based on mandates, safety and customer demand). As of today, we hope to call you back to work on [Date Dine-In Ban Lifted or you plan to reevaluate operations]. The expected return to work date is subject to change based on any further mandates by the city, state or federal government.

The decision to temporarily lay off all hourly employees was extremely difficult. We considered our current financial status and projections of sales and felt there was no other choice. We also want you to be able to take advantage of any assistance such as unemployment that is available to you -- and we realize that we may be doing you a disservice by continuing your employment, preventing you from taking full advantage of these assistance programs.

Please visit the following sites for available assistance:

* [State Unemployment Site]
* [Guidance from the Consumer Financial Protection Bureau](https://www.consumerfinance.gov/about-us/blog/protect-yourself-financially-from-impact-of-coronavirus/)

These layoffs are not related to individual performance and are strictly related to the current situation we face with the novel coronavirus. A collective layoff such as this is the temporary suspension of employment of an employee or, more commonly, a group of employees for business reasons, such as our inability to stay open as a full-service restaurant due to government mandates.

Thank you for your contributions to the company and we hope to see you soon. If we all follow the guidelines passed down to us by the [Center for Disease Control & Prevention](https://www.cdc.gov/coronavirus/2019-nCoV/index.html), we can move past this health crisis as quickly as possible.

Please stay safe and healthy so that you can come back strong when we re-open our doors. If you have any further questions, please get in contact with [Contact Name and Information].