March 19, 2020

Dear [Affected Worker],

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

The impacts of the coronavirus have caused us to make hard decisions around both reducing our employee headcount and exploring other areas of cost reduction so that fewer employees lose jobs.

After careful consideration, we have decided to adjust our operations to comply with government mandates on dining, to lay off some of our employees and offer others work at reduced pay.

Effective immediately, your pay will go from [current pay] to [new pay]. We know that this change will have an impact on you and your family, and because of that it was a very difficult decision. This reduction in pay should be considered temporary, as we have every intention of restoring full operations and pay as soon possible (based on mandates, safety and customer demand).

You may be eligible for partial unemployment benefits based on your reduced pay and hours. Visit this website for more information: [State Unemployment Site]

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].