**Notice of Reduction in Force (RIF) Due to Coronavirus**

Dear [Employee name],

Due to the economic impact of COVID-19 (coronavirus), [Company name] is implementing measures to ensure the financial stability of the company. The current pandemic situation has impacted our business significantly, and as a result, we find that we must make some difficult personnel decisions.

We have explored many options, including [describe options]. Unfortunately, these efforts have been unsuccessful, and we find that we must reduce our workforce at this time.

We have concluded that we must eliminate approximately [number] positions. It is with deepest regret that I inform you that your position is one that will be eliminated effective [date].

We will communicate potential return dates as we learn more about this issue. You will receive certain layoff benefits which are listed below:

- [List benefits]

Please accept our appreciation for your contributions during your employment with [Company name].