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

Dear [EMPLOYEE NAME],

Due to the economic impact of COVID-19 (coronavirus), [HOSPITAL] is implementing measures to ensure the financial stability of the practice. 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 OF 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 [HOSPITAL].

Sincerely,

[OWNER]