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

Dear [Employee name],

Due to the economic impact of COVID-19 (coronavirus), the [INSERT COMPANY NAME] is implementing measures to ensure the financial stability of the organization. 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 all possible options, and we have concluded that we must reduce our workforce at this time. It is with deepest regret that I inform you that your position is one that will be eliminated effective [date].

I will remain available to answer your questions and to discuss available separation benefits and your final payment. You may eligible for unemployment benefits under these circumstances. Please contact your local unemployment office for information on eligibility and applying for unemployment benefits. Present this letter to your local unemployment office as evidence of your employment status.

Please accept our sincerest appreciation for your contributions during your employment with the [INSERT COMPANY NAME].

Sincerely,

[INSERT SIGNATURE]  
[INSERT TITLE]