



[Your Organization's Letterhead]

Notice of Reduction in Force Due to COVID-19

Important: This is a sample letter for informational purposes only and is not intended as legal advice. Not all sections of this letter will apply to your organization. In general, a "reduction in force" or "RIF" is a permanent separation of employment. Note- Unemployment insurance eligibility requirements and processes vary by State.

Dear [Employee Name]:

Due to the economic impact of COVID-19, our organization is taking action to ensure the continuation and financial sustainability of our operation [or, if applicable "our operation will be closing with an effective date of"]. COVID-19 has impacted our organization significantly, including a decrease in funding availability [Include other impact here, such as mandates from the Governor or other specific impact to your organization.] Due to these unprecedented circumstances, we have had to make difficult personnel decisions.

We have explored many options, such as [List steps the organization has taken]. Unfortunately, our efforts have been unsuccessful, and we find that our only option at this time is to reduce our workforce. Our organization is eliminating [Number] of positions, effective [Date].

It is with my deepest regret to inform you that your position will be eliminated effective [Date].

You are likely eligible for unemployment insurance, which is ultimately determined by the State. Here is the contact information for the unemployment office: [Insert unemployment office website, email address, and phone number]. Please present this letter to the unemployment office as verification of your employment status.

[Name], we are grateful for the service you provided to our organization and we want to make this transition as easy as possible for you. We have included with this letter a handout of additional important information which applies to you. I am also available to answer any questions you may have.

Thank you for your service to our organization and we wish you the best in your future endeavors.

Sincerely,

[Your Name/Job Title/Contact Information]

If you need HR Consulting assistance, contact:

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