**MEMO**

TO: [INSERT EMPLOYEE NAMES/POSITION/DEPARTMENTS, ETC]

FROM: [INSERT NAME]

DATE: [INSERT DATE]

RE: TEMPORARY LAYOFF DUE TO EXECUTIVE ORDER

Due to the Governor’s Executive Order effective [Date], we are now required to suspend our business operations to slow the spread of COVID-19. Unfortunately, this means that your current position with [Company Name] (hereinafter “the Company”) is being temporarily eliminated. The current circumstances surrounding and to prevent the spread of COVID-19 is fluid and changes momentarily due to the directives from local, state and federal governments and agencies and due to the decisions of Company ownership/management. Thus, we regret to inform you that it will be necessary for the company to temporarily layoff certain staff. Please speak to the Human Resources department for additional information.

Effective [Date], affected staff will be temporarily laid off. Employer sponsored benefits will remain active through [Date]. In addition, if an employee participates in an Engage group health plan, the employee will receive COBRA continuation materials by separate mailing.

Should you have questions, please contact the Company’s hotline at [INSERT phone number], or contact Engage at (888) 780-8807. Please know that we value and appreciate your contributions to the Company, and all affected employees will be eligible for rehire should they choose to seek employment with us again in the future.

Sincerely,

[INSERT COMPANY REP’S NAME]