Jane Doe

1234 Purple Street

Anytown, USA 11111

Dear Jane,

As we examine our current office structure, we have discovered there has been a drastic change in the volume of our practice. Due to the current COVD-19 we find it necessary to reduce your hours of work.

Effective immediately or (date) your schedule will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? While we understand this creates a hardship for you, we have determined this is our only option at this time.

Attached please find a Notice To Employee As To The Change In Relationship form. You may take that to the EDD office as you apply for Unemployment Insurance. (Optional if employee has medical insurance: You will receive COBRA information in the next few weeks.)

You may be eligible for Unemployment benefits. Here is a link to a benefits brochure from EDD: <https://www.edd.ca.gov/pdf_pub_ctr/de2320.pdf>

We will remain in touch and would like to have you back to your regular schedule, once we get past this emergency.

Sincerely,