Jane Doe

1234 Beverly Drive

Los Angeles, CA 90000

[Date of Letter]

Dear Jane,

You were laid off from [Practice Name] on [Date], due to the financial impact of COVID-19.

Our patients are eager to come to the office, so we will be re-opening the office on [Re-opening Date], on a full-time basis. We have been working diligently to prepare the practice to open safely.

Here are the steps we have taken to ensure the safety of staff:

* We have acquired necessary PPE, wipes, and disinfectants.
* We will be limiting patient visits to one every half hour.
* We will be enforcing social distancing by staying 6’ apart.
* We will screen all employees by taking their temperature prior to the start of their shift, and we will be screening patients as well.

We are looking forward to seeing you on [Re-opening Date]. If for some reason you are unable to return to work, please contact me so we can discuss your needs as well as the needs of the practice.

Sincerely,