Date

Dear [Name of Employee]:

Due to current events, recommendations and/or mandates from the (Center for Disease Control / State Dental Board / Government office), we will be temporarily closing our practice as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

While it is our intent to reopen (or resume business) as soon as possible at our current staffing levels, I am unable to promise a specific timeline. We will monitor the ongoing events and any allowances and/or changes in employment-related legislation that might occur and affect this practice.

Your next paycheck will include all hours worked through the effective date of your temporary layoff. If you requested pay out of earned (sick leave/vacation/PTO note what is applicable) it will be included in this paycheck.

*If applicable:* As noted, your medical benefits will continue through \_\_\_\_\_\_\_\_\_\_\_. You may elect healthcare continuation coverage on a self-pay basis if our plan is subject to these provisions and you are eligible to participate. You will be provided with appropriate documentation notifying you of your rights, if applicable, to healthcare continuation coverage.

You may also elect to file for unemployment benefits to help supplement your finances during this difficult time.

We regret this step is necessary and will work diligently to reopen the practice and resume our normal schedules to care for you, as well as our patients.

Please contact me immediately if you have any question regarding any matter addressed in this letter.

Sincerely,