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EARLY LEARNING ACADEMY



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## Notice of Temporary Layoff Due to Coronavirus

Dear [Employee name],

Due to the economic impact of COVID-19 (Coronavirus), Best Services, LLC (BSLLC) is implementing measures to ensure the financial stability of the organization. The current pandemic situation has impacted our business significantly, and as a result, we find that we must make some difficult personnel decisions.

Effective [date], BSLLC is implementing a temporary layoff of certain positions. This notice is to inform you that your position is included in this layoff, effective beginning [date]. We expect the layoff to last until at least [date]; however, we will reassess the circumstances regularly and may lessen or extend this timeframe. We will recall laid-off employees as business needs warrant based first on job function and then by seniority.

Sincerely,

*T. Adams*

Ms. T. Adams  
President/CEO