

[Letterhead]

December 1, 2020

Dear Employees/Staff,

We have recently been notified by an employee that he/she has tested positive for COVID-19. The employee will remain at home until cleared to return to work by his/her medical provider or in accordance with the CDC guidelines.

The employee last worked in the building on _____ in the following areas:
_____.

As a precaution, we encourage anyone who worked in the areas above to consult with their doctor for further instruction. Our current sanitization practices were and still are in place and the building cleaning crew have continued to sanitize the office every evening.

We are trying to do our best to get through this challenging time. We believe that the best way to do so is to work together, cooperatively, with our employees and vendors. We will continue to do all that we can to achieve that goal.

If you should have any questions concerning this letter, you may contact
_____.

Thank you,
