Sample letter to employees

This is a sample letter for you to send to employees to direct them to your policy on coronavirus in the workplace. Please complete the red sections, transfer to your own letterhead and remove all references to Ellis Whittam.

Dear *XXX*,

**Re: Coronavirus Policy**

Please find *enclosed/attached* our policy on coronavirus (COVID-19) in the workplace.

We have produced this policy in recognition of the risks that the coronavirus presents to us all. The policy describes how we are taking all reasonably practicable measures to manage the risks associated with coronavirus and protect your wellbeing, which is of paramount importance to us.

Please take some time to read and understand the measures we have put in place and to follow the guidance within.

As the situation is changing all the time, we shall ensure that you are alerted to any changes that require a different course of action.

In the meantime, if you have any questions, please do not hesitate to contact ***[insert position/name]***.

Yours sincerely,

*XXX*