**On Company Letterhead**

**Date**

**Re: Coronavirus Policy**

Your health, safety, and wellbeing are our top priority. In light of the news surrounding Coronavirus, we are introducing the enclosed policy on managing coronavirus in the workplace.

Rather than causing undue alarm or concern, the goal of the policy is to ensure that we are being proactive and taking precautionary steps to protect our workplace.

We all have a duty to limit the spread of the virus to the best of our collective ability. Accordingly, we ask that you take the time to read the policy and follow its guidance.

If you have any questions, please do not hesitate to contact insert position/name.

Sincerely,

**COMPANY NAME**

**Company Representative**

**Title**