

SAMPLE NOTICE TO STAFF ABOUT OFFICE REOPENING  
FOLLOWING CLOSURE DUE TO CORONAVIRUS

*Below is a sample notice that should be provided to each staff member in writing (by email or regular mail), as soon as possible, in order to comply with PPP loan forgiveness rules.  
Personalize the notice as appropriate for your practice.*

Dear [Valued Staff Member],

I hope that you and your family have been safe and healthy during this pandemic. I have missed seeing you and look forward to reopening the practice soon.

In that regard, I wanted to advise you that I will be reopening our practice on (date and time). I am offering to rehire you at the same salary and wage, and for the same number of hours, as on the date that we closed for the pandemic.

Please let me know in writing on or before \_\_\_\_\_ (date) and \_\_\_\_\_ (time) if you accept my offer of rehiring. If I do not receive your written response by that time, I will assume that you will not be returning. Please be advised that should you not accept this reemployment, you may forfeit eligibility for continued unemployment compensation.

I look forward to welcoming you back as we prepare to reopen our practice to serve our patients.

*For documentation purposes, you should place a copy of this notice, and all responses received, in each employee's personnel file, as well as your PPP loan forgiveness file.*