***Version 1 of 2****: Sample letter/email to employees temporarily or permanently laid off who are invited to return with PPP loan funding*

May \_\_, 2020

 Re: Confirmation of Offer to Return to Work at \_\_\_\_ Parish/School

Dear \_\_\_\_\_:

This letter *[email]* confirms that \_\_\_\_\_\_\_\_Parish/School has been approved for a Payroll Protection Program loan through the US Small Business Administration (SBA). You will therefore receive compensation and benefits for 8 weeks at the same pay rate and with the same hours that you received prior to the layoff, effective *[date PPP loan proceeds deposited]*. *[For those permanently laid off/whose jobs cannot currently be performed on premises or remotely:]* In compliance with the Governor’s Executive Orders regarding non-essential workers, you should not return to the premises or begin work until we notify you to do so.

If you choose to reject this offer, please reply to this email or otherwise send your rejection in writing. The SBA has issued guidance stating that employees who reject offers of re-employment may forfeit eligibility for continued unemployment compensation. In addition, rejection of this offer may be considered by the Parish *[School]* when determining whether to return you to your former position once financial and legal restrictions permit.

Please contact me at \_\_\_\_\_\_\_\_\_ with any questions.

Sincerely,

[Pastor/Administrator/School Principal/F&O Manager]

***Version 2 of 2****: Sample letter/email to employees with reduced hours laid off who are invited to return to full payroll with PPP loan funding*

May \_\_, 2020

 Re: Confirmation of Offer to Return to Work at \_\_\_\_ Parish/School

Dear \_\_\_\_\_:

This letter *[email]* confirms that \_\_\_\_\_\_\_\_Parish/School has been approved for a Payroll Protection Program loan through the US Small Business Administration (SBA). You will therefore receive compensation and benefits for 8 weeks at the same pay rate and with the same hours that you received prior to the layoff, effective *[date PPP loan proceeds deposited]*. In compliance with the Governor’s Executive Orders regarding non-essential workers, if you are not currently working, remotely or on-site, you should not return to the premises or begin work until we notify you to do so.

If you choose to reject this offer, please reply to this email or otherwise send your rejection in writing. The SBA has issued guidance stating that employees who reject offers of re-employment may forfeit eligibility for continued unemployment compensation. In addition, rejection of this offer may be considered by the Parish *[School]* when determining whether to return you to your former position once financial and legal restrictions permit.

Please contact me at \_\_\_\_\_\_\_\_\_ with any questions.

Sincerely,

[Pastor/Administrator/School Principal/F&O Manager]