

**emtrain<sup>®</sup>**

# LETTER TO EMPLOYEES

## COVID-19 PANDEMIC



Template

## A Message From [COMPANY NAME] CEO

Dear [COMPANY NAME],

The global pandemic is impacting all of our families, communities, workforce, and our day-to-day life. Some of you may not fear this current health scare because you and your loved ones are not in a vulnerable demographic. Meanwhile, there are others around you, such as co-workers and their loved ones, who are in a vulnerable position.

Because we each have pre-existing mindsets, formed by our life experiences and philosophical point of view, we'll all process the COVID-19 outbreak differently. This can cause friction between co-workers, friends, and families. From research done within the workplace, we know that empathy and social intelligence are critically important to the psychological health of a community.

During these challenging times, I encourage you to please be empathetic: put yourself in others' shoes and consider how their perspective might be different than yours. Be mindful of your comments about who needs social distancing, vulnerable populations by age or ability, or assumptions of the virus based on race or country. The coronavirus threatens all humans. Do your part to #stayhome, #washyourhands, and #beempathetic. We are all in this together.

Sincerely,

[NAME OF CEO]

[TITLE] [COMPANY NAME]