[Company Name]  
[Address, City, STATE, Zip]  
[Website]  
[Contact]

To

[The Recipient]

This letter is to notify all of you that because of the rapid increase in COVID-19 and after many people getting affected by it the college administration has specified your work zone and has modified to some levels. The country is also going through the phase of lockdown because of it and has brought an end and jammed all the activities in all circles of life. The virus is piercing intensely all over the world. In order to keep the well-being of our staff members and students, the college has made a policy.

According to the policy, you all have to work from home. The staff members are advised to deliver lectures and conduct their assigned tasks online by staying at home. This will be the best example of social distancing as you know that the virus spreads mostly with physical contact directly. In order to execute the task, the Information Technology department in this regard will assist you in stabilizing the coherence and proficiency of the work.

You have been sent extensive details and class schedules on your portals. In case of further requirements, you will be informed. This policy has been designed by keeping in view the wellbeing of all our students. Hence you all are advised to work with proficiency and excellence from home. It is obvious that working from home is a strenuous and tough task but keeping in view the current situation there was a dire need for this policy.

You will be paid on regular basis to balance your expenses in proportion. You will get a notification email via the Head of each department about the scheduling of the examination. You can contact us via email if you have any queries.

Regards,

Jacob Christopher