

# Letter To Team Members About COVID-19

Dear Team,

There is no way to sugarcoat the fact that these are strange times.

With the SARS-CoV-2 virus pandemic (and the disease known as COVID-19) in full view wherever we seem to turn, it's unavoidable and understandable to be concerned.

I want you to know that no matter what, **I am here for you.**

Whether you are worried about your role, deliverables, stakeholders, or your friends and family, I'll be right here ready, willing and able to help you through whatever it is that you need.

I want you to feel safe and to be heard. Yes, we're still trying to run our team and the many goals that we have set, but all of that doesn't matter if we're not operating as a team. It means nothing if you don't feel that I've got your back.

**I want you to know that I've got your back.**

If you feel anxious or nervous, reach out to me. I'll listen and provide whatever I can to assist you through it.

If you are impacted by the virus—be it by direct or indirect infection—contact me immediately. I'll support you through whatever means is necessary.

If you are concerned about your working conditions, set up time with me to discuss. **Remember, I've got your back.**

It was Albert Einstein who once wrote, "In the middle of a difficulty lies opportunity." These are difficult and strange times, but it's also our chance to become an even stronger team.

I am your leader. I assure you that during these difficult times I will take whatever opportunity is necessary to provide you with strength, hope, comfort and hopefully a little fun along the way.

After all, I've got your back.

Sincerely,

<Leader Name>