**Carl Lee**

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September 1, 2018

Thomas Main

1918 Street

Topeka, KS 66605

123 Business Rd.

Business City, NY 54321

Dear Thomas,

This letter confirms our discussion today that you are being laid off from your employment with Fogerty Subscriptions effective immediately.

Unfortunately, economic conditions in the industry have resulted in slow sales. We decided to eliminate the quality department and all positions in it. Quality functions will move to the manufacturing department and be handled by existing employees in that department.

You will receive one week’s severance pay for each year that you have worked for Fogerty Subscriptions. In your case, with 12 years of employment, you will receive 12 weeks of severance pay at your normal weekly salary. During this time period, we will continue to provide [health insurance](https://www.thebalancecareers.com/health-insurance-benefits-foundation-1918146) coverage.

Additionally, payment for your accrued [PTO](https://www.thebalancecareers.com/paid-time-off-policy-pto-1918232) will be included in your final [paycheck](https://www.thebalancecareers.com/what-is-a-paycheck-1918222) which you will receive on our regular payday, Friday. You may pick up this check from the reception desk or we can mail it to your home. You will receive the severance payment once you have signed and returned the enclosed [release of claims](https://www.thebalancecareers.com/how-to-use-a-release-of-claims-1918641) document.

You can expect a separate benefits status letter that will outline the status of your benefits upon termination. The letter will include information about your eligibility for [Consolidated Omnibus Budget Reconciliation Act](https://www.thebalancecareers.com/cobra-regulations-for-human-resources-to-know-1918084) ([COBRA](https://www.thebalancecareers.com/cobra-regulations-for-human-resources-to-know-1918084)) continuation of group health coverage.

We have received from you: your office key, identification badge, and the company owned laptop at the layoff meeting. You will need to keep the company informed of your contact information so that we are able to provide the information you may need in the future such as your [W-2 form](https://www.thebalancesmb.com/what-is-a-w-2-form-398522).

We want you to know that this layoff is not a statement about your work for Fogerty Subscriptions. You have been a dedicated, contributing employee for 12 years. If you wish us to [speak on your behalf to potential employers](https://www.thebalancecareers.com/responding-to-requests-for-reference-checks-1919349), please sign and return the enclosed form. It gives us your permission to discuss your employment with potential employers. Please let us know if we can assist you during your transition.

Regards,

Carl Lee