

## **TERMINATION DUE TO POSITION ELIMINATION/LAYOFF SAMPLE LETTER**

### **SPECIAL NOTE:**

***BE SURE TO REWORK THE LANGUAGE IN THIS LETTER TO CONFORM WITH YOUR CURRENT BENEFIT PACKAGE, SUCH AS 401k PLANS, ETC.***

(Date)

(Name)

(Street Address)

(City, St, Zip)

Dear Name:

As has been discussed with you previously, your position of \_\_\_\_\_ with \_\_\_\_\_ will be eliminated on (Date). As a result you will receive the following:

*(List benefits you are offering to this employee. It is up to you to consider if you are extending any of these or any additional benefits:*

- regular biweekly earnings through the period ending (Date);*
- earned but unused vacation benefit for (Current Year);*
- separation pay based on 1 complete year of service in the of 1 week (One week for every year of service – if severance is offered);*
- Medical/Dental Coverage extension at employee expense*
- Pension Benefits (if applicable)*
- Long / Short term disability termination date (if applicable)*

*(If the parish / organization has been paying into the PCC Unemployment Compensation fund)* You are eligible to apply for unemployment compensation benefits through the Office of Employment Security. All decisions regarding eligibility for benefits are made by that office.

### **Verification of Employment**

Included with this letter is a verification of employment letter which you may use to confirm employment with the (parish / organization). All verifications of employment requests will be directed to the office.

### **Miscellaneous**

On your last day of work, (date), please be sure to return your keys and any other items belonging to the parish.

Should you have any other questions regarding this information, please feel free to contact me at (Phone Number)

Sincerely,

(Preferably, this letter should be prepared on official letterhead)

To Whom It May Concern:

(Name) was employed with (Name of Parish/ Organization) as a (Name of Position). Her/His dates of employment were from (Date) until (Date).

Sincerely,