February 28, 2020

Dear:

As we examine our current office structure, we have discovered there has been a drastic change in the volume of our practice. Due to the current COVID-19 Emergency, our need for staff has decreased. Unfortunately, because of this, we need to make some hard decisions.

Because of what we are experiencing, we find it necessary to reduce staff based on position and length of service. Unfortunately, your position is being eliminated starting Effective immediately. You will be paid a lump sum for any unused Paid Time-Off. You will also be given a package regarding COBRA. (only if you offer Medical Insurance)

Here is a link to an Unemployment Insurance brochure:

<https://www.edd.ca.gov/pdf_pub_ctr/de2320.pdf>

Employee, it is unfortunate that we must make this reduction in staff. **Optional:** You have been an excellent employee and we will continue to assist with your professional ambitions in any way we can.

Your final check along with your accrued but unused vacation in the amount of $$$ is enclosed.

We wish you the best of luck in your future endeavors.

Sincerely,