Dear Ms. Karen Clyburn

You have been with the company for ten long years and I have admired the dedication and diligence that you have shown in your work. Furthermore, you have been instrumental in many successes made by the company.

However, due to unavoidable circumstances which affected the company, we are forced to lay off some of our employees which are necessary for the company to survive. It is with utmost regrets to inform you that we are terminating your employment effective immediately. You can have your last month salary as well as a substantial separation pay.

Should we be of any help in finding another job for you, please let us know. I am sure that with your qualifications and character, it will not be hard for you to have another employment.

Thank you for the time you spent with us and good luck.

Sincerely yours,

Margie Chavez