

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address: Name
Company		Address Line 1
Address Line		Address Line 2
City, State Zip Code		City, State Zip Code

Re: Retrenchment Letter

Dear :

We at {name of company} are sending out this letter to inform you that your {position} will be eliminated effective {date}. The reason for the retrenchment is {end of grant, lack of work, reallocation, program changes, reorganization, lack of funds, etc.} Please elect how your accrued annual leave (if any) should be paid to you using the attached blue form. (Forms are available from Human Resources.)

Please contact Human Resources immediately in order to activate your rights under the Retrenchment Policy and to assure the continuation of any optional benefits, which you may have. It is also recommended that you contact Job Service to file an unemployment insurance claim as soon as possible.

We are truly sorry for any inconvenience this may cause. Thank you for your service to the {name of company}.

Sincerely,

N A M E