

[DATE]

[address]

Dear John,

As we have discussed, I have made the difficult decision to eliminate your position of **Maintenance Custodian** due: **GIVE REASONS**. Your layoff will be effective **[20 BUSINESS DAYS FROM DATE OF LETTER]**.

Your benefits will end on **[LAST DAY OF MONTH OF THE DATE OF THIS LETTER]**. Your final check will include compensation for any accrued but unused vacation. In addition, you will also receive transitional assistance equivalent to twelve week's salary. You may continue your medical benefits by enrolling in the Archdiocesan Medical Self-Pay Program. For information on this as well as your other benefits, please refer to the enclosed brochure *Benefits When Leaving Employment*.

Thank you for your service to Holy Family. I wish you the very best in your future endeavors.

Sincerely,

Principal