March 17, 2020

Re: **Notice of Layoff**

This is to confirm that the (insert name here) has found it necessary to issue you a layoff notice, effective March 17, 2020.

This decision is based on the significant decrease in business levels due to the rapid spread of the COVID-19 virus. We recognize the decrease in business is due to the current global situation and not related to your performance and believe these conditions will improve in the near future.

During the term of your layoff, Employment Insurance benefits will be available to you. In order to access these benefits, you will need to go to the Service Canada website and click “Apply for EI Regular Benefits”. The link is: <https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html>

We will electronically issue your Record of Employment which will be used to determine your Employment Insurance benefit entitlement. If you have specific questions, you may contact the Service Canada line dedicated to those impacted by COVID-19 at 1-833-381-2725. Please refrain from visiting a Service Canada office at this time in order to prevent the spread of the virus.

Payment for all work performed up to and including March 17, 2020 will be issued to you on March 31, 2020 by direct deposit. We will issue you payment for all accrued but unused vacation pay.

We will be communicating with you using the email address that you have provided every Friday to provide updates as to what is going on with the business. Please ensure that your email address is correct and monitor it regularly.

If you require any information or assistance during your layoff period, you can contact me directly at (insert phone here) or by email at (insert email here).

Yours truly,

(insert business name here)

Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (insert name)

 Human Resources Manager