

 **DUBLIN HEARTH**
I N C.
333 Canterbury Cres. Thunder Bay, Ontario P7G 1C4 Canada



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333 Canterbury Cres.
Thunder Bay, Ontario
P7G 1C4 Canada
8074736001 |
jon.essa@shaw.ca

Adam
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name] :

As you may know, recent changes in the economy have forced us to make some difficult decisions here at [Company Name]. In order for the company to succeed in the future, we must streamline our organization today.

Therefore, it is with regret that I inform you that we are eliminating your position and terminating your employment, effective [date]. We will provide severance in the amount of \$ [amount]. You will receive your severance pay and final paycheck on [date].

An exit interview is scheduled on [date] at [time] with [Name]. You will receive information regarding benefits and unemployment at that time.

We have been pleased with the work that you've accomplished during your employment here. We will be sorry to see you go.

Sincerely,

Adam
[Title]

cc: [Manager Name]

www.dublinhearth.com



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Jon Essa
President

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