**Layoff Sample Letter**

*(Applies when the Employer has less than 100 employees or has 100 or more employees and laying off less than 50 employees)*

[Insert Company Letterhead]

[DATE]

[EMPLOYEE NAME]

[ADDRESS]

[CITY, STATE, ZIP]

Dear [Employee Name],

Our hearts go out to everyone affected by the recent fires that devastated our community in early August 2023. It is also with a heavy heart that we must inform you that due to these destructive fires, the Company is implementing layoffs. We understand the gravity of this decision and want you to know that this decision was not made lightly.

As of [date], you will be laid off, meaning that your employment with [Company Name] is separated. Please be assured that this action in no way reflects dissatisfaction with your job performance and we are grateful for your dedication to the Company.

Final Wages: Enclosed here is your final pay with all wages owed through [date] [OR Your final paycheck will be issued to you by [date].

Health Insurance: If you have health insurance through your employment, your coverage will continue until [date]. *[Choose applicable option:]*

*[Option 1]* Beyond that date, you will need to secure coverage. You may explore options at HealthCare.gov, a website run by the federal government. It is a health insurance exchange, sometimes called the marketplace, where you can explore and purchase coverage.

*[Option 2]* Beyond that date, your rights to continue coverage under COBRA, if applicable, will be provided to you in a separate letter from ProService Hawaii.

Unemployment: You may be eligible for unemployment. Please refer to the state guidelines for unemployment compensation regarding specific details and provisions surrounding application, eligibility, and collection of benefits.

Please visit the following website to get started: <https://labor.hawaii.gov/ui/information-about-filing-online/>.

Additionally, the State provides a benefit calculator to estimate the benefits you will receive, available here: <https://huiclaims2.hawaii.gov/UI_ClaimWEB/pages/calculator/calculator.jsf>.

Reemployment Services. The State of Hawaii’s Workforce Development Division is a great resource for finding your next role or new career. They have excellent resources here: <https://labor.hawaii.gov/wdd/job-seekers/>. You may also find job postings on indeed.com, monster.com, ziprecruiter.com and other similar websites.

[OPTIONAL:] Per the Company’s Employment Separation Policy, all property belonging to the Company must be returned by [date]. Please contact [Company Representative] by [date] at [contact information]to coordinate a date and time to return the following Company items: [Type of property (cellphone, laptop, keys, etc.)]

[OPTIONAL:] If you wish us to speak on your behalf to potential employers, please sign and return the enclosed form. It gives us permission to discuss your employment with potential employers.

Please let us know if you have any questions or if we can assist you during your transition. We appreciate your service and wish you the best in your future endeavors.

Sincerely,

[Company Representative]

[Job Title]

cc: Personnel File

| **POST EMPLOYMENT REFERENCE RELEASE AUTHORIZATION**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I hereby authorize [Company Name] to release the following information regarding my employment with the Company.  Choose all that apply:  \_\_\_\_\_\_Dates of Employment  \_\_\_\_\_\_Position  \_\_\_\_\_\_Attendance  \_\_\_\_\_\_Performance  \_\_\_\_\_\_Eligibility for Rehire  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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