**March 18, 2020**

COMPANY NAME

ADDRESS

ADDRESS

CITY, AB POSTAL CODE

EMPLOYEE NAME

ADDRESS

ADDRESS

CITY, AB POSTAL CODE

Delivered via hand **WITHOUT PREJUDICE**

**RE: Temporary Layoff of Employment from COMPANY NAME (“the Company”)**

Dear **Employee Name**,

As you are aware, the Company is currently facing unforeseeable circumstances due to the Covid-19 pandemic, resulting in a major impact to business operations. This letter will confirm our discussion today and serve as written notice as practicable given the circumstances, that the Company is placing you on a **temporary layoff** effective DATE, **the Effective Date**. In accordance with sections 62-64 of the *Alberta Employment Standards Code ("****ESC****"),* below outlines the details of the temporary layoff.

1. You may apply for EI on the Effective Date (without an ROE in hand);
2. You will receive pay for amounts owing up to and including **Effective Date** of the Temporary LayOff;
3. This temporary layoff will last to a maximum of 60 days;
4. If we recall you, we will do so by providing you with seven (7) days’ notice. If you do not return, we will amend your ROE to say you have quit;
5. If we are unable to bring you back, we’ll pay you for all outstanding wages inclusive of vacation and pay in lieu of notice based on your years of service; and
6. During your temporary layoff you will still have access to benefits.

Please visit the Service Canada website at <https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html> for information regarding an Employment Insurance claim. We will submit your Record of Employment (ROE) electronically.

During the period of temporary layoff please advise us of any changes in address and phone number that occurs.

We thank you for your service to the Company.

Should you have any questions or concerns, please do not hesitate to contact me by phone at XXX-XXX-XXXX or email at name@emailaddress.com.

Sincerely,

**COMPANY NAME**

SIGNATORY NAME

SIGNATORY POSITION TITLE

**CC:** Payroll