

# Insert logo

To:

From: [Insert employer's name]

Date:

Re: Separation from Employment

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As you are aware, due the COVID 19 pandemic and various Executive Orders and Guidance issued by [insert name of governor. e.g. Gov. John Carney], [insert business name] has been deemed a Life Sustaining business and is permitted to [insert scope of permitted activities. e.g. remain open for delivery and takeout orders]. We continue to have work for you. However, you informed me today that you are not feeling safe to travel to work and you would rather collect unemployment. As a result, you are released from employment effective immediately. We are making no representation regarding whether or not you are entitled to unemployment; that will be decided by the [insert state. e.g. State of Delaware]. We will provide a copy of this letter in response to any requests for information from the Department of Labor/ Unemployment. Please let me know if you have any questions.