

# LSJE, LLC

6100 Red Hook Quarters, Suite B-3, St. Thomas, VI 00802-1348  
Phone: [REDACTED] E-mail: [REDACTED]

(Date)

Dear \_\_\_\_\_:

The project for which you were hired to work on Little St. James is near completion and as a result, LSJE, LLC is reducing its work force. As a consequence, you will be laid off effective \_\_\_\_\_, 2018 at 4:00 p.m.

The check includes your wages for \_\_\_\_ week(s) in the amount of \$\_\_\_\_, accrued but unused vacation leave in the amount of \$\_\_\_\_, and accrued but unused sick leave in the amount of \$\_\_\_\_.

We wish you well.

Sincerely,

\_\_\_\_\_