

# Zorro Management, LLC

49 Zorro Ranch Road, Stanley, NM 87056  
[REDACTED]

(Date)

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

The project for which you were hired to work at Zorro Ranch is near completion and as a result, Zorro Management, 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,

\_\_\_\_\_