Date

Employee’s Name

Employee’s Address

Dear Name:

This letter is your official notification we are extending the layoff notice you were given dated mm/dd/yyyy. We have been able to secure additional funding for your position. Your last day of work will now be mm/dd/yyyy.

This is to amend your previous layoff letter dated mm/dd/yyyy, which indicated your last day of employment would be mm/dd/yyyy.

Please contact name at xxx-xxxx, or email address if you have any additional questions.

Sincerely,

Name

Title

Cc: HR Rep

Consuelo Garcia