July 1, 2010

Name

Address

City

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to inform you that I will no longer be employed as a (Title) with Community Options Inc. as of (date). You will be assigned a new Employment Specialist and they will be in contact with you in the near future. I have really enjoyed working with you and wish you the best in the future.

If you have any questions or concerns please feel free to contact our office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or my supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Community Options Inc. Staff