

Employer Letter Template (provided on company letterhead)

In support of this worker employed by _____ who was laid off due to the
(name of employer)
closing of _____, I am pleased to provide the following information
(name of coal plant or mine)
in support of his/her application(s) for the Coal Workforce Transition Program.

For bumped applicants, I declare this worker was bumped from _____
(Not applicable or name of plant)
in Alberta.

Employee Information

Name: _____, _____, _____
(last name) (first name) (middle initial)

I declare this worker has been continuously employed in Alberta for at least one year immediately prior to his/her date of layoff _____.
(indicate yes or no)

I declare this worker was on maternity/parental leave at their layoff date or was on maternity/parental leave during their last year immediately prior to his/her date of layoff _____.
(indicate yes or no)

Employment start date: _____
(yyyy/mm/dd)

Date of Layoff: _____
(yyyy/mm/dd)

Years of Service (with company): _____
(Number of years) (Number of months)

Employment Type: _____
(full-time, part-time, temporary)

Salary: _____ **OR** _____ **and** _____
(annual base salary) (hourly wage) (annual hours)

Severance Pay (if applicable): _____
(lump sum amount)

Sincerely,

_____, _____, _____
(print name) (signature) (position title)