**Employer Letter Template**

(*provide on company letterhead*)

In support of this worker employed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of employer*) \_\_\_\_\_\_\_\_\_\_\_, who was laid off as a result of phasing out of coal-fired electricity generation, which impacted the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of coal plant or mine*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am pleased to provide the following information in support of his/her application(s) for the Coal Workforce Transition Program.

I declare that this worker, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_, was laid off as a result of the phase out of coal-fired electricity generation.

For bumped applicants, I declare this worker was bumped from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*either ‘Not Applicable’ or name of the 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 and started working at the site prior to January 2, 2018 \_\_\_\_\_\_\_\_ (*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 \_\_\_\_\_\_\_\_\_ (*yes or no*).

Employment start date: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (*yyyy/mm/dd*).

Date of Layoff: \_\_\_\_\_\_, \_\_\_\_\_\_, \_\_\_\_\_ (*yyyy/mm/dd*).

Years of Service (with company): \_\_\_\_\_ (*years*) and \_\_\_\_\_ (*months*).

Employment Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*full-time, part-time, temporary*).

Salary: $\_\_\_\_\_\_\_\_\_\_\_ (*annual base salary*) OR $\_\_\_\_\_\_\_ (*hourly wage) \_\_\_\_\_\_\_ (annual hours*).

Severance Pay (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_ (*lump sum amount*).

Sincerely,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*name, position, company*).