



Dear X Ray Technician;

As you undoubtedly know the X Ray labs located in our basement have been sold and the purchasing company has decided to move all of the services under one roof. You will therefore be laid off as of one month today. I know you have taken advantage of the program offered at the local college and using your split shift scheduled you have almost completed your MRI Technician's Diploma. This additional certification will make your job transition very easy once completed. We are prepared to work with you in bridging your hours should that be necessary. Please make an appointment so that we can discuss if and how we might be able to assist. You have been a valuable employee, your reports were always complete and concise. You showed excellent computer skills as well and your readiness to help all staff was appreciated.

Let us work together to make this bad news the least disrupting possible for you and your family.

S. Sympathetic, Laboratory Manager