



Dear Ambulance Driver;

I am sorry to inform you that you will be laid off one month from today. We are being restructured by the municipality and from now on all ambulance services will be delivered under the Regional Hospital Authority. This is unfortunate from our point of view, but the decision has been made and we are left having to implement it.

We have been very pleased with your service. Your work attendance was excellent. Co-workers enjoyed your positive attitude, your readiness to volunteer to assist others when you had down time. Your accident free driving record was also noted as well as the fact that you have nearly completed your program at the college. We know your transition to other employment will be fast and problem free.

We remain ready to provide you with a good reference should that be required. Best wishes

D Driver, Manager