



Dear Sterile Processing Technician;

I am sorry to inform you that you will be laid off one month from today. The Community Health Board is restructuring our delivery infrastructure and have decided that all equipment sterilization processes will be centralized out of the main hospital.

Your work has been much appreciated and you have demonstrated yourself to be a team leader. Knowing that you have continued to work in upgrading your qualifications and that you will soon completed your level 2 qualifications we fell confident that you will soon find another employment.

I will be please to provide you with a reference . Do not hesitate to contact me if I can be of assistance in your job search.

T Tucker