

Insurance Layoff Policy Clarification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Clarification on Insurance During Layoff Period

Dear [Employee Name],

I hope this message finds you well. We want to take this opportunity to provide clarification regarding our insurance layoff policy in light of recent changes within the organization.

As per our policy, during the layoff period, employees are eligible to retain their health insurance coverage for a specified duration. Specifically, employees may continue their current health insurance benefits for a period of [insert duration] post-layoff. This continuation is available under [specify program, e.g., COBRA], provided the necessary premiums are paid promptly.

We encourage you to review the attached document, which outlines the details and procedures for maintaining your insurance during this time. If you have any questions or need further assistance, please do not hesitate to reach out to our HR department.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]