

Insurance Layoff Policy Overview

Dear Team Members,

As we navigate through these challenging times, it is important to keep you informed about our insurance layoff policy. This policy is designed to support our employees during layoffs while ensuring clarity and understanding of the benefits available.

Key Points of the Insurance Layoff Policy

- **Eligibility:** All full-time employees who have been laid off due to company restructuring.
- **Duration of Coverage:** Employees will receive health insurance coverage for a period of six months post-layoff.
- **Continuation of Benefits:** Employees can opt to continue other insurance benefits such as dental and vision coverage.
- **COBRA Options:** Employees will be informed about their rights under COBRA for extending health insurance coverage.
- **Support Resources:** Access to counseling and career transition services will be provided.

We understand that this period can be stressful and uncertain. Our HR team is here to answer any questions or provide additional resources you might need.

Thank you for your attention and cooperation.

Sincerely,
Your Management Team