

Bankruptcy Claim Notification

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We regret to inform you that [Company Name] has filed for bankruptcy under Chapter [Insert Chapter] on [Insert Date]. As part of this process, we are required to notify all employees regarding the implications it may have on your employment and any claims you may have.

Please be aware that your employment status may be affected, and we recommend you review your rights and options at this time. You may have claims for unpaid wages, benefits, or other compensations which will need to be filed with the bankruptcy court.

For more information on how to proceed with any claims you might have, please contact [Insert Contact Information] or refer to the bankruptcy filing documentation available at [Insert Location].

We appreciate your understanding during this difficult time.

Sincerely,
[Your Name]
[Your Title]
[Company Name]